

Job Title: Performing Arts Coordinator

Reports To: Performing Arts Director

Position Overview:

As a part-time, hourly employee, the Performing Arts Coordinator works a maximum of 25 hours each week to support the performing arts program and drives the successful execution of all hospitality elements of performances during the Performing Arts season.

Focus Area 1: Departmental Administrative Support Success Statement:

The Performing Arts Department works at a fast-pace to ensure successful planning and execution of over 40 productions during the course of its season.

Performance Standard:

- Assist the Performing Arts Director with departmental administrative tasks including expense reports, contract supports, archiving, data input, filing, and ordering supply.
- Maintain confidentiality with departmental information including fee and contract documents, budgets, and negotiations.
- Plan and coordinate all pre-show activities

Focus Area 2: Artist/Company Coordination

Success Statement: The AcA establishes a high reputation for its excellence in artist hospitality.

Performance Standard:

- Coordinate artist meals, ground transportation, lodging, and other needs for Performing Arts productions
- Oversee the upkeep and maintenance of greenroom, dressing rooms, and laundry room
- Order/shop for supply, food, and other necessary artist needs
- Arrange and execute artist merchandise needs
- Work with approved vendors to coordinate hospitality activities

Qualifications:

- A minimum of 1-2 years experience in theatre administration, hospitality, and(or) non-profit administration
- Must have a valid drivers license and reliable transportation
- Good general understanding of live shows
- Superior computer skills including the use of office programs (excel, word, powerpoint, Dropbox, Basecamp)
- Ability to work in an open office setting



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- Ability to work some evenings, weekends, and at times holidays
- Superior organizational skills - this is a must for this position!
- Must be a team player
- Ability to work well under pressure
- Superior communication skills
- Must love live performing arts