



Position Title: Performing Arts Coordinator

Reporting To: Executive Director

Position Summary: The Performing Arts Coordinator is responsible for implementing, promoting, and evaluating performing arts programming in support of the Kodiak Arts Council's mission.

Duties & Responsibilities:

* **Performing Arts Series planning and facilitation**

- Coordinate marketing and promotional efforts for the Performing Arts Series, and for individual engagements and outreach activities.
 - Work with designers & local press to develop & distribute promotional materials.
 - Plan and produce social media marketing campaigns for each engagement.
- Manage artist logistics and hospitality
 - Reserve & secure local hotel accommodations, ground transportation, and artist hospitality.
 - Work with the Auditorium Technical Director to fulfill artist backline needs.
- Front of House coordination
 - Manage subscriptions and individual ticket sales to all performing arts events, and maintain accurate patron data in AudienceView database.
 - Maintain a high level of customer service in all Box Office interactions.
 - Provide basic training and supervision to volunteer Box Office and Front of House volunteers.

* **Provide administrative & technical support to Arts Council Office**

- Work as part of a team to support Arts Council communications, and assist with fundraising initiatives.
- Work closely with the E.D., other staff, artists, and member organizations to ensure accuracy of distributed material.
- Provide clerical support (answering phones, printing, assisting member organizations as needed, etc)

* **Other duties as assigned by the Executive Director.**

Experience and Preferred Skillsets:

- Excellent written and verbal communication skills
- Ability to manage projects at various stages of development, independently solve problems, and prioritize work to meet deadlines

- Experience with event planning and coordination
- Proficiency in word processing, database systems, creative design/digital development applications, and use of social media platforms.
- Strong customer service, interpersonal skills, and sense of teamwork
- Equipment operation: MacBook Pro, Xerox Workcentre, Ticketing printers

Terms:

- Position wage range: \$20 - \$24 per hour
- Part-time, permanent, approximately 30 hours per week
- Some evening and weekend work required for concert and event support. Flexible
- Holiday pay and PTO as per the KAC personnel policy