



Marcus Performing Arts Center
Position Description

Job Title	Programming Coordinator
Department	Programming
Reporting To	Vice President of Programming & Engagement
FLSA Status	Non-Exempt
Employment Status	Full-Time
Direct Report(s)	None

JOB SUMMARY

Under the general supervision of the Vice President of Programming & Engagement the Programming Coordinator is responsible for contract processing, event advance work and settlement support, to the Programming department for center’s programming. This position will support the coordination and execution of Center related mission driven programming efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures the Facility calendar and event information database is maintained.
- Improve by implementing new processes and serve as an event calendar system operational expert.
- Collaborate with the Finance department to invoice Resident Companies and address any invoice-related inquiries.
- Advances events as assigned with the artist, promoter, tour manager, agent, etc.
- Review and process event and artist contracts.
- Troubleshoots issues and answers questions regarding rules and regulations of center.
- Maintain event files in an accurate and timely manner. Ensure that show files are up-to-date with new or revised contracts and other documents.
- Serve as a liaison between Center departments to ensure complete contractual fulfillment and event settlement.
- As directed by the Vice President of Programming & Engagement, collect individual departmental costs, event labor, and other related expenses for contract settlement.
- Meet with clients, artists, tour managers, etc. as needed. Create and maintain a cooperative working relationship with clients and perform any necessary follow-up actions or client requests as directed by the Vice President of Programming & Engagement.
- Assist with coordinating event details with internal departments including but not limited to Ticket Sales Office, parking administration, Engineering, Food and Beverage, Front of House, and Security.
- Support mission driven programming as well as commercial and rental events as directed by the Vice President of Programming & Engagement.
- Participate in Marcus Center staff meetings and programming team meetings.
- Attend various events and performances at the Marcus Performing Arts Center.



This job describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required.

Education and Experience

- Minimum of three years administrative experience in a high-volume, deadline driven business environment.
- Demonstrated experience with contract administration.
- Bachelor's degree preferred.

Knowledge, Skills and Abilities

- A commitment to the arts and arts education
- Ability to be appreciative of diverse perspectives, and a commitment to the organization's initiatives regarding racial equity, diversity, and inclusion (REDI)
- Availability to work nights and weekends, as required for events.
- Strong interpersonal skills and the ability to work well with a diverse population.
- Excellent and professional written and verbal communication skills.
- Strong attention to detail and highly organized.
- Effective proofreading ability.
- Basic knowledge of contractual administration and general legal terminology.
- Ability to successfully manage multiple projects and respect multiple deadlines while changing priorities on a tight schedule.
- Ability to communicate with all levels of the organization and to the public, Board members, donors, customers, business contacts, vendors and elected officials on business matters.
- Ability to maintain a high level of confidentiality.
- Ability to work independently and to establish, monitor, and achieve goals with minimal supervision.
- Excellent computer skills, Microsoft Office products, and Adobe.



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WORK ENVIRONMENT / JOB SPECIFICATIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job the employee is required to sit and operate, handle, or touch objects, tools or controls. Occasionally move around the office and access or use computers, office equipment, and any other pertinent supplies, space or equipment used to perform the duties of the position. Work with frequent interruption. The position requires extensive close vision. The employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch or lift.

The noise level in the work environment is usually quiet.