POSITION DESCRIPTION

POSITION TITLE: Programming Coordinator
REPORTS TO: Director of Programming
WORK SCHEDULE: 40 hours per week primarily between Tuesday through Saturday, attendance at weekend events will often be required
STATUS: Hourly
COMPENSATION: $25 per hour

Position Summary

The Programming Coordinator will provide support to the Director of Programming as they work to execute TACAW's mission of presenting exceptional performing arts events, nonprofit collaborations, and idea-based programming. The Programming Coordinator will interact with people from a wide variety of backgrounds and levels, from artists and agents to nonprofit leaders, vendors, and patrons. Candidates should be comfortable interfacing with the public and supporting the numerous tasks associated with programming a performing arts center. The position is a full-time, hourly position.

Responsibilities

- Support the Director of Programming by assisting with:
  - Programming calendar maintenance
  - Artist accommodations and hospitality
  - Backline coordination
  - Contract administration
  - Database and file management
  - Vendor and patron correspondence
  - Bill reconciliation
- Collect complete and accurate data from content providers.
- Maintain a positive attitude and a genuine interest in helping others.
- Perform other duties as required.

Requirements

- High school diploma or equivalent.
- Strong attention to detail.
- Excellent oral & written communication skills (in-person, by phone & by email).
- A passion for the performing arts.
- Positive, engaging personality, and professional appearance.
- Strong communication and customer service skills.
- Ability to work in a fast-paced environment.
- Ability to stand, walk, bend, etc for extended periods, and lift 25lbs.
- Spanish fluency preferred.

Other Notes

- TACAW is not able to provide relocation assistance for this position.
- Candidates must be able to pass a background check.

To apply, please send a cover letter and resume to: info@tacaw.org.