



Position Title: Performing Arts Program Coordinator

Reporting To: Executive Director

Position Summary: The Performing Arts Program Coordinator is responsible for developing, 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 enact 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 Community Theatre program
 - Develop companion outreach programming
 - Plan, implement and evaluate companion outreach activities which may include workshops, trainings, classes and Auditorium foyer exhibitions.
- Work as part of a team to support Arts Council communications, and assist with fundraising initiatives.
- 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: \$19 - \$24 per hour
- Part-time, permanent, approximately 30 hours per week
- Flexible hours: work may be completed through a combination of teleworking and on-site. Some evening and weekend work required for concert and event support.
- Holiday pay and PTO as per the KAC personnel policy