



Production & Special Projects Coordinator

Year-round, Hourly, Non-Exempt Position reporting to the Executive Director

SUMMARY: The **Production & Special Projects Coordinator** is an important member of the year-round administrative and production team overseeing day-to-day operations and event management at DCA. The Production & Special Projects Coordinator's primary responsibilities revolve around event management and includes stage management, box office and administrative duties as needed.

Qualifications & Requirements Include:

- Strong organizational and problem solving skills
- Exceptional written & verbal communication skills
- Excellent customer service skills
- Flexibility with regards to work schedule – some evenings, holidays and weekends are required with DCA's performance schedule
- Excellent phone and computer skills and willingness to learn and use new programs
- Ability to meet deadlines and take on multiple tasks simultaneously
- Commitment to accuracy and an eye for details
- Ability to lift 50 lbs.
- Experience with theater and/or performing arts operations preferred

Specific Duties for the Production Coordinator

- Oversee fulfillment of contract and rider requirements including, but not limited to travel, lodging, transportation, catering, and hospitality
- Assist Technical Director with show preparation, load-in, and load-out
- Work with artists, lecturers, community partners, artist managers, and DCA staff and volunteers to ensure that events are run in a timely and professional manner
- Anticipate and address event logistics
- Work to ensure that the green room and dressing room facilities are welcoming spaces for artists
- Oversee other event-related activities as assigned
- Serve as the liaison between DCA and Usher Captains
 - Create and send volunteer sign up mailings for summer and winter events
 - Ensure volunteer hours are being tracked
 - In the absence of a volunteer captain, instruct the volunteers of their duties
- Act as a liaison between DCA and Gibraltar Schools' Event Hosts
- Issue contracts for lecturers and coffeehouse artists

Duties for Special Projects Coordinator May Include

- Overseeing logistics and project management for special campaigns like the current Take Your Seat Campaign
- Seeking grant funding for special projects

Other Duties – All staff

- Take on projects as identified by the executive director
- Interact with board members and committees as directed by the executive director
- Sell tickets and promote events
- Be an advocate for DCA in the community
- Be knowledgeable about all DCA events and activities
- Use discretion regarding all financial transactions (compensation, purchases, sponsorship, donations)
- Help create and maintain a positive, professional, and fun work environment
- Help keep customer, volunteer, and donor data bases updated

Production & Special Projects Coordinator is a year-round, non-exempt position, averaging 30 hours per week and reporting to the Executive Director. Compensation is \$15/hour plus a competitive holiday/vacation package, Simple IRA contribution, dental insurance, and, when available, complimentary tickets.

Interested applicants are invited to email a cover letter, resume, and three professional references to director@dcauditorium.org.