

Position Title: Production/Theater Coordinator

Statement of Duties

The Production/Theater Coordinator has the overall responsibility for all Production and Theatrical activities at the Mauldin Cultural Center to included marketing, volunteer staffing, programming, booking and event management.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Functions

GENERAL FUNCTIONS

- Plan and direct theatrical/musical productions at the Mauldin Cultural Center as set by Cultural Center Manager.
- Gauge citizen demand for musical performers, comedians or off-Broadway productions and book such entertainment events at the Mauldin Cultural Center.
- Staff events with volunteer team to include ticket sales, event workers (set-up, ushers, and tear down) and etc.
- Serve on appropriate boards, commissions, and/or councils as needed to further the mission of the Mauldin Cultural Center and to further develop the cultural climate of the community, and to assist those boards, commissions, or councils in their endeavors.
- Other duties as directed.

Supervision

Employee works under the general direction of the Mauldin Cultural Center Manager. Employee does not exercise any supervisory responsibilities.

Job Environment

Production/Theater Coordinator

Position requires independent judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guidelines to be applied in a given situation. Employee is expected to understand, interpret, and explain to others the regulations and/or guidelines governing the work. The sequence of work and/or the procedures followed vary in each situation.

Errors can result in adverse public relations, personal injury/loss, injury to others, monetary loss, and legal repercussions to the City.

The position has constant contact with the public. Other contacts are with other city departments for the purpose of giving and/or receiving information and assistance. Contacts are often made in writing, in person, or on the telephone.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee is required to stand, walk, talk, listen, use hands, reach with arms and hands, climb, balance, stoop, kneel, and sit, up to 2/3rd of the time. Normal vision is required for this position. Equipment operated includes office machines and computers.

Education and Experience

A candidate for the position should have a college degree, preferably in arts administration, or related fields.

Experience in and a general knowledge of Artistic program management.

Experience in grant writing and knowledge of cultural and/or art grant services.

Experience in arts promotion and event organization.

Strong communication skills, and ability to interact effectively with public audiences.

Strong organizational, planning, problem solving and project management skills.

Demonstrated success in building collaborative relationships with diverse constituencies.

Strong computer skills required.

Willingness and ability to travel and evenings and weekends required.

Special Requirements

A candidate for this position must also have a valid South Carolina driver's license.

Knowledge, Skills and Abilities

A candidate for this position should have experience in:

- Communication and organization skills
- Facilities management
- Grant administration
- Fundraising

And ability to:

- Prepare financial and activity reports
- Maintain records
- Manage multiple assignments in a detailed and effective manner