

PART-TIME DAY OF EVENT COORDINATOR

About the Arts Council of Fort Worth:

The Arts Council of Fort Worth is a nonprofit organization that was formed in 1963 to provide funding and leadership that would stimulate and assure the advancement of the arts throughout our community. Today, the Arts Council serves and responds to the needs of local artist, arts organizations, and residents through diverse channels, each with a significant impact on the quality of life in Fort Worth.

About the Fort Worth Community Arts Center:

The mission of the Fort Worth Community Arts Center is to provide a quality event, visual and performing arts venue for all the community. The Arts Council manages the Arts Center, provides leadership and funding to local arts organizations through our competitive grants program and administers the Fort Worth Public Art program.

Job Summary:

Responsible for assisting the Director of the Fort Worth Community Arts Center in the marketing, selling, scheduling, contracting, set-up and coordinating events located within the Fort Worth Community Arts Center

Essential Duties and Responsibilities:

- Must work irregular day and evening hours as required.
- Provide outstanding customer service to clients, the public, and colleagues
- Assist in the coordination of contracted events at the FWCAC including but not limited to performances, special events, classes, and meetings.
- May supervise part-time assistants, volunteers, and contractors
- Explains policies and procedures for use of FWCAC to clients and the general public.
- May act as initial contact with potential and contracted clients.
- Ensure that set up of tables, chairs, stages, sound equipment, decorations or other equipment is in accordance with lease requirements
- May open and secure facilities before and after events.
- Train ushers and clients as needed on safety and evacuation procedures
- Perform related duties as assigned
- Complete event reports at the end of each event and sends to managers
- Other duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Overall qualifications require excellent written and oral communication skills; strong detail orientation; and the ability to effectively multitask under pressure in a fast-paced, customer-focused environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Proven ability to work with a diverse array of public and staff, including artists
- Excellent written and oral communications skills
- Strong detail orientation
- Ability to effectively multitask under pressure in a fast-paced, customer-focused environment
- Experience with MS Office software
- Self-starter with ability to work effectively under little or no direct supervision
- Able to contribute positively to a team environment
- Able to lift at least 30 pounds

Education/Experience:

- Minimum high school diploma or equivalent
- The Arts Council of Fort Worth and the Fort Worth Community Arts Center afford equal employment opportunities to all individuals regardless of race, color, national origin, sex, religion, age, disability status or sexual orientation.

To apply, please attach to an e-mail a cover letter and CV/resume.
Send all documents to marla@artscouncilfw.org