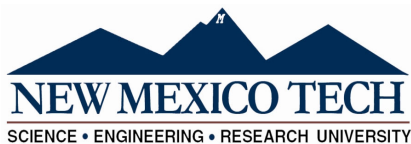


Posted: October 26, 2023



REVISED 10/26/23
POSITION ANNOUNCEMENT

TITLE: PROGRAM COORDINATOR **DEPT:** PERFORMING ARTS SERIES

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$37,000-\$42,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Under the direction of Performing Arts Series Director, this position supports the PAS Mission to present excellent, innovative and engaging multicultural performances and events that strengthen and educate the vibrant and diverse university and greater community of Socorro County, cultivate and encourage collaboration, and contribute to the quality of life and economic development of central New Mexico.

Assists with researching, planning, promoting and implementing a season of national touring performances at Macey Center, including outreach and engagement activities in three school districts and in the community. Responsible for contract implementation; advancing shows; creating and maintaining MarketPlace Store for subscriptions, ticketing and donations; promotion and marketing; financial and office administration and record keeping; and front of house operations. Supports fundraising activities such as writing/editing grant proposals and reports, preparing grant materials and selling ads. Recruits, trains and supervises student workers and volunteers.

Serves as local coordinator of the National Dance Institute three-week residency, working with students, parents, teachers, and school administrators. Coordinates the Community Arts Party and Missoula Children's Theater Summer Residency and provides support to the Annual Fourth of July Celebration, SocorroFest and other events as needed. Creates new programs as needed.

Interfaces with NMT student clubs, organizations and departments, three school districts, local businesses and community groups, booking agents, state, regional and national arts organizations. The successful candidate will be a creative, innovative team player, able to multitask in a busy office with regular interruptions, but most importantly, a person with a passion for arts, cultural events, and working collaboratively in our diverse community.

JOB FUNCTIONS:

EVENT COORDINATION

35%

- Assist Director with scheduling, planning and implementing PAS shows, outreach and community engagement activities.
- Work with Director to review artist promotional materials, talk to booking agents, attend booking conferences, conduct surveys and solicit opinions from campus and local community on artistic interest, coordinate with campus and local calendars, collaborate with NM Presenters Alliance.
- Work with Director on bookings, artist fee, school-time educational youth performances and/or campus or community outreach activities; review, prepare and monitor contracts and technical riders.

- Responsible for and oversight of advancing shows for deposits and final payments, publicity, hospitality, lodging, merchandising, comp tickets, tech/interface with Macey Center.
- Oversee setup of performer/crew hospitality; front of house ticketing and ushers.
- Coordinate outreach programs and special events, including National Dance Institute-NM Residency; Community Arts Party; Missoula Children's Theatre Summer Residency; 4th of July Celebration; Youth Concerts; and others as needed.
- Create, coordinate, lead and/or support special programs, eg., Canvas & Cocktails, Social Hours and Fests.
- Recruit, train and supervise community volunteers and NMT student clubs.
- Serve as liaison and public relations face of PAS with campus clubs and departments, community organizations, schools, city, county, businesses, arts organizations, funding agencies, donors, subscribers, and attendees.

ADMINISTRATIVE COORDINATION

35%

- Design, set up, implement and maintain donation and ticketing system, with reporting and tax/gift acknowledgements, incorporating a branded design, using NMT's "MarketPlace" program.
- Oversee processing of subscriptions, tickets, and donations; record keeping, communications and crediting of subscribers, donors, ticket buyers and the general public.
- Responsible for and oversight of daily office management including deposits, invoices, payables, credit card, 61x's, office supplies, timesheets, travel, filing, phones and overall public relations.
- Create shared office record keeping spreadsheet documents utilizing Google Sheets and Docs, including event I&E, deposits, DPs, POs, youth performances, lodging, season shows & special events.
- Oversee mailing list and Google lists of ticket buyers for annual Season Calendar mailing and Calendar marketing emails.
- Train and supervise student workers and volunteers.
- Assist with fundraising including writing and editing grant proposals and reports, preparation of artistic samples, and ad sales.

PROMOTION & MARKETING

35%

- Responsible for and oversight of graphic design, video production, social media, and photography, utilizing state of the art Adobe Suite, and other design and video programs, for targeted campaigns.
- Responsible for and oversight of design of season calendar and ad book insert and ads, website, Marketplace Store, social media, posters, flyers, performance programs, print and online advertising.
- Oversee marketing plan for each show. Interface with online and print publications as to requirements and deadlines; distribution of posters/signs in town and on campus; social media campaigns.
- Oversee and/or design branded look of social media sites, such as Facebook, Instagram & YouTube.
- Oversee entry of PAS events on internal, local and statewide entertainment calendars.
- Oversee or produce video introductions for online streaming and promotion.
- Oversee and/or design and produce artistic samples for grants.
- Maintain systematic computer filing system and management of photos and videos.
- Produce Miner's Weekly Blast, changed to TnT (to be decided).

REQUIRED QUALIFICATIONS:

Formal diploma/certificate/degree program of 6-18 months after high school- AND/OR five years equivalent work experience in one or more of the following: administrative and office support, arts, community organizing, marketing, business and/or nonprofit support, communications, event planning, or other related field. Preferred Area of Study: Arts Administration, Business, Marketing, Nonprofit Management, Communications, Event Planning, Liberal or Fine Arts, or other related fields. Administrative Support - Five years progressive experience with office management, such as paying bills, filing, invoicing, forms, phones, orders and record keeping. Public Relations - Five years' experience working with and/or providing service to the public. Computer Programs & Social Media Apps - Microsoft Office, Google Docs and Sheets; Windows; Facebook; etc. Verbal & Written Communication Skills - Demonstrated competence in verbal and written communication skills. Ability to work independently and in a team; set priorities in a high-paced, deadline environment. Driver's License.

DESIRED QUALIFICATIONS:

Associate's degree or completion of program 18+ months after high school- AND/OR five years equivalent work experience in one or more of the following: administrative and office support, arts, community organizing, marketing, business and/or nonprofit support, communications, event planning or other related fields. Preferred Area of Study: Arts Administration, Business, Marketing, Nonprofit Management, Communications, Event Planning, Liberal or Fine Arts, or other related fields. Willing to work variable hours, weekends and evenings, following the PAS Calendar. Event Coordination - Experience working on events, with excellent organizational and problem solving skills. Knowledge of and interest in the Arts, the Performing Arts Series, NM Tech & Local Community. Enjoy working with elementary, mid, high school and college students. Experience with Graphic Arts and Adobe Creative Suite or similar programs. Experience with Fundraising, such as preparing grants, or solicitations to local businesses.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 18%	Sitting 48%	Walking 15%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling 2%
Crawling	Climbing 10%	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu