

Job Posting

Position Title: Event Coordinator

Status: Non-Exempt, full-time

Salary Range: \$14 - \$17 / hour

Reports to: Operations Director

About the Role: The Peggy R. McConnell Arts Center (MAC) of Worthington seeks a motivated arts professional to coordinate the year-round technical theatre and programmatic efforts in the visual and performing arts offerings for the multi-disciplinary arts center serving Worthington and the greater central Ohio region.

In this role you will work closely with the Operations Director in fulfilling programmatic and operations priorities for the Arts Center as well as work with local artists and performers and rental groups in theatrical and musical productions as well as gallery exhibitions, lectures, and arts education initiatives. Full-time hours include regular night and weekend work to support building operations, programs, and events.

About the MAC: The McConnell Arts Center is a dynamic multi-disciplinary arts center located in Worthington, Ohio in the historic former Worthington High School building. The MAC opened in 2009 through a partnership between Worthington Schools, the City of Worthington and the Worthington Arts Council, and has created a vibrant and dynamic arts program of the highest quality that is enjoyed by patrons throughout the central Ohio. Featuring established and emerging artists on view, on stage, and in class, the MAC provides exhibition and performance opportunities to local artists. Through diverse programming including art education classes, exhibitions, and live performances, the MAC builds connections between artists and the community in a comfortable setting, inspiring personal growth and promoting a well-rounded and balanced life.

The MAC remained open through most of the COVID-19 pandemic with limited programs and vacant positions remaining unfilled. As programs start to expand, we are working back toward a fully staffed team of 7 members with additional support from independent arts instructors and passionate volunteers. Benefits include paid vacation and sick time and access to a company sponsored healthcare plan, complimentary tickets to performances at the MAC and from our partners, and a flexible working environment.

Essential Functions:

The Event Coordinator is responsible for supporting the ongoing management and operations of the facility. Other job components include event production, programming for the performing arts, visual arts programming and general administrative needs.

Operations and Events (50%)

- Coordinate the day-to-day operational needs of the facility including program fulfillment and ongoing maintenance and up-keep.
- Maintain a professional and high quality appearance throughout the facility and in each individual room, with special attention to consistency, organization, and ease of use. Organize and refresh supplies, clean white boards, maintain equipment inventory, create and post public

operational procedures for classrooms and painting and drawing, ceramics, dance, and digital imaging studios.

- Set-up meeting and classroom space, including tables, chairs, a/v, and special requests based on rental agreements, scheduled programming, or needs of class instructors.
- Maintain opening and closing procedures and coordinate with team to ensure effective implementation daily.
- Manage day to day visitor logs and attendance statistics including monthly and yearly reports.
- Order office and building supplies and coordinate pick-ups or deliveries as needed.

Performing Arts (25%)

- Run sound and light boards and cues for theatre, dance and musical shows for both rentals and MAC programs and arts partners
- Record programs and produce online or recorded video/streaming content of performances as needed
- Adjust or design lighting and sound instruments as necessary for each production
- Assist with load-in and load-out of production
- Run shows when in production for rentals, arts partners, and MAC programs
- Maintain and repair theatre equipment as needed, including microphones, stands, cables, floor pockets, rigging, lighting fixtures and other equipment not identified
- Act as event coordinator as assigned, including catering, set-up and break-down

Administrative and Customer Service (25%)

- Serve as the MAC's webmaster to oversee and implement continual updates and freshness of website; ensure content is always current
- Record and maintain website traffic
- Support the MAC's social media presence; make timely updates.
- Serve as first point of contact with the general public by answering phones, taking and relaying messages, and welcoming guests at the front desk.
- Set up venues and performances online on the website and in the Arts People database.
- Sell tickets in the box office, account for cash and credit card transactions, assist with class enrollments, and provide overall customer service for a variety of needs and questions.
- Support education and programming by posting events and classes to web, updating enrollment system, and interfacing with class instructors.
- Support visual arts by assisting with show installations, art openings, and special events.
- Trouble shoot personal computer and network related issues.
- All other duties as assigned.

Program Expectations: The McCormell Arts Center presents programs through collaboration with local and regional artists. More a presenter than producer, the MAC works with existing performing arts groups, visual artists, and educators to bring a variety of free and ticketed events to the MAC. Arts education offerings vary from traditional weekly art classes to day-long intensive workshops and introductory instruction through outreach and engagement efforts. The visual arts series features the work of local artists and arts groups who live and work in the central Ohio region. Live performances range from venue rentals from local arts groups to MAC sponsored programs designed to attract a wide variety of audiences. MAC programs are also designed to work across disciplines to engage artists in new and exciting ways, bringing patrons into direct contact with artists and creators.

Work Environment: To perform this job successfully, you should be able to perform each essential duty satisfactorily. The physical demands and work environment described in this job description are representative of those an employee encounters while performing the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, you will be regularly required to use a computer and communicate with co-workers in an office environment. You will frequently need to stand or sit to complete work, move tables, chairs, climb ladders, install a/v and other tech equipment and perform other duties when setting rooms for programs and events, moving or lifting up to 60 lbs.

Our Ideal Candidate: To be selected, you should be passionate about visual and performing arts programming and arts education, and have a career, volunteer, or academic history demonstrating that commitment. Bachelor's degree with a minimum of 1-2 years professional program or arts management experience and an appreciation for community-driven initiatives. Technical theatre experience a must with either lighting or sound design experience – both is a plus. You should be goal-oriented and mission-driven and able to manage complex calendars and schedules. Flexibility and creativity are essential qualities. An ability to support the work of artists and performers, interns and volunteers is essential as well working independently, managing self-directed weekly and monthly goals. You should have a great rapport with fellow staff and artists and the ability to work with all kinds of people. Most importantly, you should be a proactive communicator, friendly, approachable, and creative.

The MAC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined in federal, state or local laws.

To Apply: Send resume, cover letter, salary requirements, and references to hr@mcconnellarts.org. No phone calls please. Posting will remain active until position is filled. Only candidates selected for an interview will be contacted.