



JOB DESCRIPTION

JOB TITLE: Club Series Coordinator
REPORTS TO: Executive Producer
JOB TYPE: Non-Exempt
PAY TYPE: Salaried

SUMMARY OF POSITION

This position is responsible for all facets of the Theatre Arlington Club Series

DUTIES AND RESPONSIBILITIES

Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

- Provide excellent customer service
- Provide patron feedback to Executive Producer and respond appropriately to patron concerns.
- Schedule, train and manage Club Series Crew (lights and sound)
- Assist Executive Producer with hiring Club Series Crew
- Work within prescribed budget
- Be on call to replace crew as needed
- Maintain cleanliness and organization in the lobby
- Set up the Lobby for each Club Series event (tables, chairs, stage etc)
- Work with Executive Producer and Business Manager to create and implement policies and procedures
- Work all the Club Series Events. (Club Cabaret, Comedy Club, Play Reading Club)
- All other duties as assigned.

REQUIRED QUALIFICATIONS

- Excellent communication skills.
- Excellent writing, organizational and computer skills.
- Process oriented and strong attention to detail.
- Excellent customer service skills.
- Interpersonal skills to deal effectively with all business contacts.
- Professional appearance, demeanor and dress.
- Proficient in Microsoft Office (Word) and intermediate level of proficiency in Microsoft Office (Excel and Outlook).
- Able to effectively communicate in English, in both oral and written forms.
- Ability to perform manual labor to set up for events.

PREFERRED QUALIFICATIONS

- 2-3 years in a customer service position
- Previous experience in a similar work setting