

Program Coordinator



Position	Program Coordinator	Start Date	June 11, 2018 - flexible
Direct Report	Kate Piatt-Eckert, Executive Director Sasha Smith, Artistic Curator Thomas Dixon, Artistic Curator	Schedule	15 hours/week, including Sunday & Monday evenings with flexible daytime hours
Summary			
Reporting to the Executive Director and Artistic Curators, the Program Coordinator will provide administrative and technical support for a cabaret performance series and develop/implement a system for evaluating the impact of this performance series.			
Job Description			
<p>Steep Theatre Company seeks an innovative and detail-oriented Program Coordinator to provide administrative and technical support and impact evaluation for a new cabaret performance series scheduled to begin in August 2018. The ideal candidate is creative, analytical, friendly, and equally at ease with patrons, artists, data, and technology. As it expands its physical space and artistic offerings by opening a new cabaret-style venue adjacent to its storefront theatre, Steep is in a thrilling period of artistic and organizational growth, and this position will help to facilitate and provide an analytic framework for that growth. The Program Coordinator will be responsible for calendar management, artist contracts, and other performance logistics while creating a system for evaluating this new performance series along its three primary goals: earned revenue generation, new audience engagement, and artistic mission fulfillment.</p> <p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Providing administrative support for regular cabaret performance series: <ul style="list-style-type: none"> ○ Assisting Artistic Curators with program calendar management and artist contracts ○ Assisting with performance marketing and promotion ○ Providing on-site support for performances and events • Evaluating performance impact: <ul style="list-style-type: none"> ○ Developing and revising measurement strategies for tangible and intangible goals ○ Collecting and evaluating impact data ○ Presenting data-based recommendations to improve programming impact 			
Qualifications			Compensation
<ul style="list-style-type: none"> • Availability on Sunday and Monday evenings required • Ability to work independently and as part of a team • Reliability, accountability, and keen attention to detail • Superior organization and time-management • Familiarity with Microsoft Excel required • Experience with survey design, data analysis, and program evaluation preferred • Experience with artist contract negotiation preferred • Familiarity with stage lighting and sound equipment preferred • Ability to confidently solve problems in unpredictable situations • Flexibility and a genuine enthusiasm for developing new systems 			Competitive hourly wage
			<p>To Apply</p> <p>Send a resume and cover letter to info@steeptheatre.com. Include "Program Coordinator" in the subject line. All documents should be in PDF format.</p>

Steep Theatre is interested in receiving applications from a broad spectrum of people and is committed to creating an inclusive and equitable theatre-making environment.