

## EDMONDS CENTER FOR THE ARTS / EDMONDS PUBLIC FACILITIES DISTRICT

**POSITION:** Programming Coordinator

**EMPLOYMENT STATUS:** Permanent, **Part-Time (up to 25 hours per week)**, Hybrid, Non-Exempt

**REPORTS TO:** Director of Programming & Communications

**FTE POSITION SALARY RANGE:** \$52,100-\$65,000 (\$25.05-\$31.25 per hour)

**BENEFITS:** This position is eligible for a **prorated** competitive package including:

Medical, Dental, Vision benefits available. • Participation in the Washington State PERS retirement plan and ability to enroll in the Deferred Compensation Plan. • Company paid LTD and Life Insurance, with option to enroll in voluntary plans. • Employee Assistance Program (EAP) • Healthcare & Daycare Flexible Savings Accounts (FSA) • Sick time in accordance with Washington State Guidelines, and 12 prorated paid holidays per year.

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### Position Summary:

Under the direction of the Director of Programming & Communications, the Programming Coordinator actively supports programming at Edmonds Center for the Arts by assisting in budgeting, researching, booking, and contracting a dynamic variety of live events for main stage presentations and other key programs. In collaboration with the Director of Programming & Communications and the Executive Director, the Programming Coordinator assists with the creation, planning, implementation, and execution of existing and new presented events and strategies.

The Programming Coordinator works to support the quality, quantity, and diversity of Edmonds Center for the Arts' programming while working to achieve annual goals (attendance and revenue) and creating an exceptional experience for patrons. This is a high-volume environment where work productivity, process efficiency, and effective communication skills are a must. In facilitating the needs of a variety of events, this position has a high level of interaction with professional touring agents.

This position collaborates with other EPFD/ECA departments (e.g., production/advancement services, marketing, accounting), and provides input on the development and implementation of policies and processes for these areas as it relates to presented events. Like all employees at EPFD/ECA, the Programming Coordinator must collaborate well with all team members and remain committed to EPFD/ECA's mission, goals, and values, while contributing to their evolution.

A Programming Coordinator at EPFD/ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. A Programming Coordinator values a diverse team, is welcoming of different perspectives and approaches, and makes sure that their colleagues and partners feel valued and empowered.

### Essential Functions

#### Programming & Contract Management:

- Research and identify opportunities for future presentations. Cultivate and foster relationships with local, national, and international promoters, artists, and agents.
- Work closely with the Director of Programming & Communications and Executive Director to book appropriate artists for the ECA Presented Series.
- Research artist routing and shows around client venues to find possible opportunities.
- Collaborate with senior leadership on strategic visioning for community engagement opportunities that compliment main stage performances (i.e. pre-show talks, workshops, and public programs).
- Research artists past ticket sales data and analyze and provide feedback/guidance regarding ticket sale projections, ticket price scaling, and performance budgets.

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Signature/Date

- Enter inquiry, holds, and/or confirmed event information into event scheduling software for presented events, tracking, and keeping changes up to date ensuring internal teams are informed.
- Create and send offer letters to artists/agencies and negotiate artist fees and contract rider requirements/details in partnership with Director of Programming & Communications.
- Drafts, submits, and monitors progress of contracts/agreements with all artists/agencies, ensuring legal accuracy.
- Adhere to contract timelines, prepare, and submit check requests for deposits and final payouts, and produce necessary reporting.
- Coordinate the review and redlining of contract riders in partnership with Production Manager.
- Serves as liaison with ECA's insurance company and Associate Executive Director to ensure up-to-date contract language and secure insurance riders as needed.
- Assist in keeping internal departments informed of contract requirements and ensure all agreed-upon contractual obligations are fulfilled by every department.
- Represents ECA at regional and national booking and touring conferences, dependent on budget and agreed upon by your supervisors.

**Development, Education & Marketing:**

- Collaborate with the Development & Education Teams, as needed, to support and coordinate special event and education/community engagement related artists and identify, research, and help support the submission of program-related grant proposals and reports.
- Collaborate with Marketing Team to create and execute marketing plans and materials associated with presented events where appropriate.
- Support grassroots marketing efforts through researching and developing connections with local community groups who may support promotional efforts for key artists and presentations.

**Admin & Finance:**

- Maintain strong records and systems to support continued expansion of presented events and special engagements.
- Maintain and keep current all revenue and expense planning and sales tracking spreadsheets and reports for presented events in partnership with Director of Programming & Communications.
- Assist with the annual review and revising of pricing models with executive leadership and appropriate committee(s) to achieve continuous improvement of margins wherever possible.
- Assist with the creation and presentation of information and materials to Board Members and other community members, as needed.

**Other:**

- Attend department, staff, and other programming related meetings.
- Support ECA employees with tasks as needed (e.g., setup and strike of VIP dinners and other events).
- Assist other ECA events (e.g., Kidstock, Gala) as necessary.
- Participate in other projects and duties as assigned.



**PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Outstanding communication, and interpersonal skills, including ability to work effectively with various departments, external partners, and diverse teams.
- Proficient computer skills, including event management software; Microsoft Excel (arithmetic functions), Teams, Word, Outlook, PowerPoint, Momentus Elite.
- Familiarity with the industry the company operates in, including market trends, competitors, and potential clients.
- Ability to manage multiple projects simultaneously, establish priorities, and meet deadlines to ensure goals are met in a timely manner.
- An ability to exercise a high level of professionalism, judgment, and above all, discretion, and confidentiality.
- Excellent attention to detail is required. Strong electronic organizational and administrative skills.
- High degree of comfort creating offer letters and negotiating artist fees and terms.
- Ability to excel while working both independently and collaboratively.
- Interest in and ability to work in a team setting, as well as independently, be flexible and adapt well to different dynamics in a fast-paced work environment to include the understanding of a collaborative, team-oriented leadership style.
- Fluency in English (reading, writing, and speaking) is required.

**QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- Bachelor's degree or Associate's degree in a related field or equivalent combination of education and experience.
- Minimum of 2 years of professional experience working with music agencies, artists, entertainment managers, and music label professionals along with extensive knowledge and demonstrated success in buying and booking talent for concerts, executing live entertainment, and events.
- Possesses a current rolodex of industry connections and demonstrates the ability to establish, build, and maintain positive relationships with agents, managers, and industry representatives.
- A minimum of 2 years' relevant experience in contract administration.
- Experience with venue operations platforms (e.g., Momentus Elite) to manage bookings, preferred.
- A valid driver's license and acceptable driving record is required for those in positions that may operate company vehicles.

**WORKING CONDITIONS:**

This position may have a moderate to high stress level associated with dealing with crowds of public visitors. The environment is mainly indoors, however position may be required to work outdoors and exposed to the elements (heat, rain, etc.).

This is a part-time, hybrid position; hours of work at times may need to be flexible to meet the demands of the venue. Rarely, must be able to work extended and/or irregular hours including day, nights, weekends, and holidays, as needed. Must have reliable transportation.

- Ability to lift up to 40-pound items, with or without assistance, while maintaining good balance.
- Standard office environment for administrative tasks. Moderate level of movement around the venue, often at a quick pace. May include periods of remaining in a stationary position in an office setting and operating a computer.
- Unexpected interruptions occur often, and stress level is moderate to high.
- Noise level is quiet to moderate.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and equipment.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.