



Kelly Strayhorn Theater
5941 Penn Avenue, Pittsburgh PA 15206
kelly-strayhorn.org

Offices + The Alloy Studios
5530 Penn Avenue, Pittsburgh PA 15206
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A yellow horizontal banner with a pink graphic of three overlapping arrows pointing to the right on the left side. The text 'JOB POSTING' is in large, bold, blue, uppercase letters, and 'SEPTEMBER 4, 2013' is in smaller, pink, uppercase letters to its right.

JOB POSTING SEPTEMBER 4, 2013

Event Coordinator

CONTACT

Catena Bergevin
Managing Director
catena@kelly-strayhorn.org

- Part Time/Non-Exempt Position
- Programming Department
- Reports to Managing Director

Kelly Strayhorn Theater is a vibrant and vital multi arts presenter. We encourage, enable and empower an entire spectrum of small- and medium-sized arts groups, which in turn enrich both the artistic climate of Pittsburgh and the economic development of East Liberty.

Description

The Event Coordinator is a part time position with a varying schedule including nights and week-ends. This position is responsible for facilitating all private rental events as well as KST events both at the theater and Alloy Studio spaces. The Event Coordinator will answer all rental inquiries, conduct facility tours, provide information and price quotes to potential clients, and complete rental contracts.

This position will work with the Managing Director to meet revenue goals and solicit new business. The Event Coordinator will work closely with the Producing Director and Production Manager to coordinate all front of house staff and activity, coordinate hospitality needs, and maintain supply inventory.

The Event Coordinator is responsible for the overall experience, safety, and satisfaction of patrons and artists as directed by the Producing Director. This position will schedule and train front of house staff and insure that exceptional customer service is provided.

Other specific responsibilities are but not limited to

- Assist presenters prior to and during events with lobby setup/clean up, greeting patrons and artists, and promoting KST events
- Maintain inventory supplies for concessions, hospitality, and facilities needs for the Theater and Alloy Studios
- Supervise set up and operation of concessions stand and sales reports



- Maintain the cleanliness and organization of KST lobby, storage areas, and concessions stand
- Work with the Programming Department to fulfill artist hospitality needs per rider specifications
- Organize all artists' meals and KST Presents mixers
- Schedule, supervise, and train front of house staff and volunteers and insure that checklists, event reports, and safety and cleanliness procedures are adhered to
- Schedule all security needs
- Work with Managing Director and Development Department for all food/beverage needs for annual fundraiser and cultivation and donor events
- Work with Operations Associate to setup for KST board of directors and committee meetings
- Provide necessary event data statistics and reports as requested
- Other duties as assigned

Qualifications

- Two years of event managing and/or customer service experience
- Detail oriented, willingness to handle numerous tasks while maintaining a positive attitude
- Excellent interpersonal skills, flexibility, and ability to listen to concerns and resolve issues
- Professional demeanor, organized, and ability to meet deadlines and work within budget restraints
- Must have reliable transportation and be able to lift 30 lbs.
- Quality assurance focus and safety conscious
- Computer skills in Microsoft Office and Apple Macintosh operating system/applications
- Demonstrated ability to manage staff and volunteers
- Education or background in the performing arts a plus

Salary will be commensurate with experience.

Please send resume and cover letter to:

Catena Bergevin, Managing Director
catena@kelly-strayhorn.org

No phone calls please. This position is available immediately.