

Adams County Arts Council Entertainment Coordinator

Part-time (20-25 hrs week mostly nights and weekends)

\$13.50-\$15.00 hr based on experience

FLSA Status: Non-exempt

Reports to Executive Director

Summary of Responsibilities:

The Entertainment Coordinator manages the Gettysburg Art Oasis on Lincoln Square with art, cooking, literacy, performance, entertainment opportunities and more which are provided free to the community. The ability to multi-task, while developing schedules, creating marketing, and managing support for artists and entertainers is essential in this position. Will be required to work closely with artists, performers, the borough, local businesses, and schools to support and promote the arts and community. The ideal candidate for this job has passion for art and community, is energetic, resourceful, a good problem solver, organized, and possesses excellent verbal and written communication skills.

- Manage and schedule entertainment Thursday-Sunday with occasional other opportunities for booking on the Gettys Square Art Oasis using third party agreements, permits, insurances and any other important documentation needed.
 - Communicate with artists, chefs, schools and businesses either through email or phone to book and fill the Art Oasis with free experiences in the arts from May-October and various other holidays as requested.
 - Responsible to contact artists and maintain master schedule of performers, entertainers, artists or others.
 - Monitor programs booked on the square and see the programs through to completion.
 - Responsible to coordinate needs of those who are booked on the Art Oasis including power, lighting, tables, chairs or other needs.
 - Responsible to provide schedule, sponsors and other details for activities on the parklet to our Administration Assistant for the website.
 - Responsible to promote events on our social media sites.
 - Responsible to creating future donation campaigns to support the Art Oasis.
 - Responsible for maintaining the flowers and parklet space and ensure trash is removed.
 - Responsible for writing press releases and organizing photo opportunities.
 - Responsible for building a volunteer base and working with volunteers.
 - Generate reports for the Executive Director as necessary.
 - Respond to questions and requests for information.
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- Bachelor's degree required or equivalent experience in the field.
 - Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel and Publisher.
 - Proficient in social media platforms.
 - Detail oriented and comfortable working in a fast-paced environment.
 - Exceptional communication skills, both verbal and written.
 - Superior organization skills and dedication to completing projects in a timely manner.
 - Applicant must be able to obtain Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check and an FBI Criminal Background Check.

