



## POSITION ANNOUNCEMENT/DESCRIPTION

### **Midland Center for the Arts**

**Midland, MI**

**Position Title:** Programming Coordinator  
**Supervisor:** Vice President of Programming/Chief Program Officer  
**Classification:** Full-Time Non-Exempt  
**Compensation:** \$37,000 - \$42,000  
**Last Updated:** May 2024

### **ABOUT MIDLAND CENTER FOR THE ARTS**

The Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class entertainment and programming begins with sharing the stories and experiences that look like the world. At Midland Center for the Arts, we strive to create a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms while pursuing our mission as the cultural destination for the Great Lakes Bay Region. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

### **POSITION CONCEPT:**

The Midland Center for the Arts is seeking a highly organized, detail-oriented, and creative individual to join the team as Programming Coordinator. This position is responsible for implementing the performance related activities the Midland Center for the Arts, including a professional symphony orchestra, community theater, adult and youth choirs, local, regional, and national touring artists and companies across all disciplines.

The Programming Coordinator reports directly to the Vice President of Programming/Chief Program Officer and works collaboratively across all departments to achieve the organization's mission.

The candidate will be joining a small and highly-collaborative department within a larger staff of over 40 in a multi-discipline organization.

### **DUTIES AND RESPONSIBILITIES:**

The duties of this position include, but are not limited to:

#### **Programs**

- Participate in the planning, execution, and evaluation of all Center's performing arts events, managing and updating operational files, as necessary.

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- Work with operations staff including event managers, food and beverage staff, house manager and technical staff to ensure overall execution of events.
- Work with tour personnel to advance shows by developing day-of-show and run-of-show schedules, and creating itineraries.
- Manage and/or arrange artist travel, accommodations, and hospitality by booking hotel, flights, and ground transportation for visiting artists, as needed.
- Schedule and book weekly *Pendulum Lounge* artists and monthly *Comedy Night* artists, sharing information to other departments.
- Review and mark up artist contracts.
- Generate contracts for community theatre creative teams, local musicians, choral conductors and accompanists.
- Send out informational emails and collect paperwork from volunteers and contractors for Center Stage Theatre.
- Assist with Center Stage Theatre auditions.
- Other duties as assigned.

**Administrative**

- Act as office manager for the programming department having knowledge and understanding of the workflow and administrative needs for each program discipline.
- Process all artist, contracted creative teams, and reimbursement payments in a timely manner, and collect/submit accurate tax information.
- Maintain calendar for all programming departments monitoring availability, detecting potential conflicts, adding upcoming performance/event information to the calendar.
- Host Logistics meetings to review upcoming events.
- Assist in room scheduling for auditions, rehearsals, and performances as well as administrative support in compiling and distributing information for auditions.
- Collect information for background checks, media release forms, volunteer manual signatures, and dietary and access needs.
- Responsible for submitting regular reports and payments for music licensing requirements such as ASCAP/BMI/SESAC/GMR.
- Other duties as assigned.

**Communications**

- Serve, with high integrity, as a representative of the Center to volunteers, artists, stakeholders, donors and the community at large.
- Point of contact for community artists, touring artists and managers, students and parents.
- Act as artist liaison when artists are visiting.
- Attend all required meetings and trainings, including but not limited to: safety trainings, HR, and DEIA trainings.
- Other duties as assigned.

**PREFERRED KNOWLEDGE, EXPERIENCE AND ABILITIES:**

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**Qualities and Desired Traits:**

- Must work well in a team environment; discretion, discernment, maturity, composure, compassion, and a sense of humor are essential.
- Must be highly organized, self-motivated, nimble, work well under pressure, and be able to organize and prioritize multiple tasks.
- Must be able to synthesize information from disparate sources into a unified whole.
- Must maintain excellent attention to detail and accuracy.
- Must be able to work quickly and efficiently while maintaining quality and accuracy. Excellent communication skills (verbally and written) and ability to communicate with extreme diplomacy, professionalism.
- Good telephone and email etiquette and professional demeanor while interacting with internal personnel, presenters, participants, artists, and the general public.
- Ability to build effective relationships within the organization.
- Innovative thinking, adaptability, and comfort supporting new ideas/projects. Energetic, enthusiastic, and always willing to see projects to completion.
- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Two years of experience in general office administration and program planning/implementation.
- Proficiency with Microsoft Office (Excel, Word and Power Point, on occasion).
- Ability to learn and manage online scheduling program.

**DESIRED QUALIFICATIONS:**

- Bachelor's degree OR equivalent experience in a performing arts related field is preferred.
- Understanding of performing arts administration, operations, and production in a large, complex organization; a background in producing/presenting live music desired.

**SPECIAL CONDITIONS OF EMPLOYMENT:**

- This position requires the ability to work occasional variable schedule, evenings, weekends, and possibly holidays to meet operational needs.
- Valid driver's license.