

POSITION ANNOUNCEMENT



PERFORMANCE COORDINATOR

Posting Date: January 2021
Status: Part time, exempt (workload various seasonally*)
Reports To: Artistic & Executive Director

The Pensacola Children's Chorus seeks a personable, highly organized, and detailed-oriented individual who is knowledgeable in the logistics of performing arts events to serve as its Performance Coordinator. As a valuable member of PCC's production team, the Performance Coordinator will work alongside existing staff to plan and execute quality performances which advance the organization's mission of transforming the lives of young people and the community at-large through impactful encounters with music and the arts.

The Pensacola Children's Chorus (PCC) serves as a leading performing arts organization in Pensacola and is the largest purveyor of music education for community youth in Northwest Florida. The flagship Resident Choir Program boasts 10 resident ensembles comprised of hundreds of singers in grades 1 through 12, whose performances are viewed by an annual audience of nearly 25,000 individuals. PCC's programs are built upon a foundation of positive youth development, a mission that is achieved through unique ensemble models and performance opportunities which promote the values of community service, personal growth, and leadership.

Now in its 31st year, the Pensacola Children's Chorus has overcome many challenges presented by the coronavirus pandemic. Notable achievements included presenting a highly successful holiday performance with in-person and online viewing options, two televised concert events, and the implementation of one of the first online choral education programs in the United States. Presently offering both in-person and online educational programs, PCC remains committed to ensuring that its mission of transforming lives through music and performance is fulfilled.

Purpose of Position

The Performance Coordinator (PC) oversees the behind-the-scenes planning and execution for all of PCC's performance-based events. As a highly organized individual with a project management-mindset, the PC will provide logistical support and coordination for PCC's calendar of 25-30 community performances each year, especially the Mainstage Performance Series (Christmas on the Coast, early December; One World, Many Voices, late February; and Showtime, early May). In this capacity, the PC will handle a wide array of tasks, including scheduling of volunteers, creating and distributing schedules, ordering supplies, and establishing and executing policies and procedures. Additionally, the PC serves as the principal supervisor of adult volunteers and PCC's singers (ranging from grades 1-12) during major performances.

Essential Duties & Responsibilities

- Coordinate logistics for all of PCC's performances, including the Mainstage Performance Series and smaller community events;
- Enforce standards of conduct and operational procedures related to the behind-the-scenes execution of major performances;
- Schedule, train, and supervise parent volunteers for a variety of tasks in support of the Mainstage Performance Series and other events as needed;
- Create and enforce a production calendar for each event in the Mainstage Performance Series, to include planning deadlines, material deliveries, and communication schedules;
- Establish systems of communication with PCC's teaching staff, technical staff, and volunteer crew area heads in order to collate and adequately distribute relevant information;
- Supervise and communicate with hired theatre tech contractors (e.g. lighting, sound, carpentry) to ensure the highest standards of conduct and performance;
- Oversee and record production planning meetings;
- Handle sensitive information in a confidential and professional manner, and;
- Other relevant duties as requested by the Artistic & Executive Director.

This position has essential duties that will be conducted in person at PCC's physical office or on location, barring any unforeseen circumstances. However, some duties can be completed from home. Working hours are flexible.

Qualifications & Capabilities

- Like-mindedness with PCC's mission to foster the personal and social growth of its members and engage the community through inspirational musical experiences;
- High school diploma (associate or bachelor's degree in a performing arts discipline or a similar field preferred);
- At least 2 years of work experience in technical theatre, theatre direction, theater administration, or project management;
- Affinity towards children (K-12), with the ability to enforce standards of conduct through age-appropriate means;
- Ability to work with both children and adults simultaneously;
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint);
- Strong computer literacy and typing skills;
- Detail-oriented, especially with regard to spelling, grammar, and layout;
- Demonstrated customer service skills;
- Ability to work independently and with direction, especially within collaborative environments;
- Strong organizational skills;
- Effective written, verbal, and non-verbal communication skills;
- Ability to handle confidential information professionally and discreetly;
- Strong multi-tasking and time-management skills, with the ability to prioritize and re-prioritize tasks as needs arise, and;
- Previous employment within an arts organization or as a performing arts educator in a K-12 setting (preferred).

Other Requirements

- Understanding that workload varies from month-to-month, with most weeks requiring less than 5 hours of work, while others will push 40, especially surrounding major performances (last 2 weeks in February, first 2 weeks in May, and first 2 weeks in December);
- Ability to lift 25-30 pounds, and;
- Access to a reliable vehicle that could be used to transport small- to medium-sized boxes and equipment.

Compensation & Benefits

- \$24,000 - \$28,000 annual salary, based on experience
- Opportunities for bonuses and annual performance-based raise

How to Apply

Interested candidates should prepare the following:

1. Cover letter that expresses interest for position and summarizes relevant qualifications;
2. A one-page résumé which highlights relevant work experience;
3. References with phone numbers and e-mail addresses.

All applications will be reviewed on a rolling basis, and receipt will be acknowledged via e-mail within 3 business days. References will not be contacted without prior permission from the candidate. Any offer of employment is contingent upon successful completion of a background check.

Applications that do not contain all three (3) required materials will not be reviewed. Materials received before January 25, 2021, will receive a prioritized review.

Please address materials to Alex Gartner, Artistic & Executive Director, and submit them via e-mail to jobs@pensacolachildrenschorus.com, by no later than **January 29, 2021**.