



Theater and Performing Arts Coordinator (Part-time)

Position Profile

Status: Part-time/Temporary/Seasonal employee

Salary: \$24.00-\$26.00 per hour depending on qualifications

Location: City Center Parks and Recreation Department office, Staring Lake Amphitheater and other off-site locations for events as required.

Reporting Relationship: Reports to Recreation Supervisor – Art & Events

Recreation Division

The Recreation Services Division has the responsibility for managing all recreation facilities and providing a variety of affordable recreation programs and services for all age groups and people of all abilities. The staff in this division are responsible for the management of facilities such as the Art Center, Senior Center, and the Outdoor Center, as well as all other City park buildings and recreation facilities such as ball fields, outdoor ice rinks, sledding hill, amphitheater, and facilities on school property that are operated in partnership with the School District.

Position Details

The Theater and Performing Arts Coordinator plans and delivers a year-round schedule of performing arts events for the community through the Parks and Recreation Department. This position works closely with the Eden Prairie Players Advisory Committee,

a local community theater organization sponsored by the City, to produce a Winter Play (two weekends in February), Women's One Acts (two weekends in May), Summer Outdoor Musical (two weekends in June), Summer Children's Theater Workshop (one weekend in July) and Fall One Acts (two weekends in September). This position also plans and coordinates a series of free summer outdoor concerts at the 600-seat Staring Lake Amphitheater (Sunday/Thursday/Friday evenings and Tuesday mornings, July-mid August) and other stand-alone events including the Minnesota Festival of Jazz on the Prairie (one Sunday in June); PeopleFest (early August); Movies in the Park (three Friday evenings, late August).

- Working primarily with volunteers, plans and delivers an annual season of community theater productions including scheduling, staffing/vendor contracts, ticket sales/deposits, royalties, rentals, purchasing, and assisting with budget. In consultation with the Advisory Committee, ensures that titles selected will engage and entertain local audiences and provide an artistic outlet for local participants.
- Plans, schedules and coordinates the summer "Starring at Staring" and "Kidstock" performing arts series' at Staring Lake Amphitheater including recruiting and securing artists who represent a wide variety of genres and performing arts traditions; recruits and secures performers for other stand-alone events, including MN Festival of Jazz on the Prairie, PeopleFest, Movies in the Park, Arts in the Park and Hometown Celebration; facilitates activities for the Eden Prairie Community Band, securing rehearsal and performance space and assisting with marketing and accounts payable/receivable.
- Supports the city's commitment to equity including proactively seeking out opportunities to provide venues for diverse voices to be heard and traditions of diverse cultures to be shared; ensures that all members of the community feel welcome at events; partners with Communications staff on event marketing.
- Serves as on-site house manager during performances and trains other qualified staff to serve in this role; works closely with and provides work direction for the event and production staff to provide for a positive experience for both artists and audience.
- Independently and/or in consult with others, ensures public and performer safety by monitoring weather or public health conditions and making necessary safety decisions in a timely manner; provides responsible stewardship of city resources; maintains sound and other stage equipment in excellent working condition, scheduling inspections and repairs as necessary.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

City of Eden Prairie Values

*We are a service organization. We take pride in what we do. We cultivate a supportive, encouraging and productive culture with a strong customer focus. We promote wellness and plan work/life balance into our goals. We value differences and foster inclusion. We achieve success by exhibiting our core values: **collaboration, innovation, integrity, performance and relationships.***

Position Requirements

Education: High School Diploma or General Education Degree (GED) required and bachelor's degree in theater or related field strongly preferred. CPR and First Aid certification preferred.

Work Experience: Minimum of 2 years of experience in theater production (technical, artistic, or administrative) and/or performing arts event management required. Strong communication, public speaking and customer service skills required. Excellent problem-solving abilities and attention to detail. Experience working with boards or advisory committees preferred.

Physical Requirements: Must be able to frequently lift/carry/pull up to 35 lbs

Technical Skills: Proficiency in Microsoft Office (Word, Excel, Outlook) required. Experience with facility scheduling or project management software preferred. Familiarity with stage and sound equipment preferred.

Position Specific Expectations

Communication: Able to convey a message to get a point across; communicates in a clear and concise manner; able to write clearly and succinctly; tailors message to a variety of communication settings and styles.

Attention to Detail: Able to find errors in work and solve problems; proofreads materials and makes necessary revisions before viewed by recipients; anticipates issues and performs at a high level of accuracy; sets up systems to ensure errors are not repeated.

Accountability: Follows through on commitments; focuses on appropriate tasks throughout the shift; takes responsibilities for actions both as an individual and on behalf of the organization; actions and words are in sync; follows all policies and procedures; maintains confidentiality; is prepared and punctual to all scheduled shifts.

Sound Judgment: Able to make a decision based on the right mixture of facts; determines a course of action after weighing and analyzing different options.

City of Eden Prairie Pre-employment Process

The City of Eden Prairie conducts the following pre-employment checks for this position:

- Criminal History Background Check
- Work History Verification

All final candidates must successfully complete and pass the City's evaluation of the pre-employment process before their first day of employment.

City of Eden Prairie Application Timeline

Position Posted: Friday, April 26, 2024

Application Deadline: Monday, May 20, 2024 at 4:00pm

First Round Virtual Interviews: Week of May 28, 2024

Final Round In person interviews: Week of June 3, 2024