

Huntington Arts Council Performing Arts Coordinator

Organization Overview

Founded in 1963, the Huntington Arts Council (HAC) strives to enrich the quality of life of Long Islanders with programs and services that address the needs and interests of artists, cultural organizations and the community. HAC is the official arts coordinating agency of the Town of Huntington and serves as the primary regranteeing agency in Nassau and Suffolk County for the New York State Council on the Arts (NYSCA). The Huntington Arts Council nurtures the professional development of artists as well as offering year-round artistic and cultural programs and services to cultural organizations and individual artist members. HAC also advances Huntington's position as the cultural center of Long Island and works to enhance the social and economic life of the community.

Position Description

HAC is seeking a part-time (October – March), seasonally full-time (April – September, some nights and weekends), Performing Arts Coordinator. She/he/they oversee the performing arts aspects of HAC's programming, including the annual Huntington Summer Arts Festival (HSAF) and the administration of the new Long Island Performers Fund (LIPF). The Performing Arts Coordinator works under the supervision of the Executive Director to implement and administer support to performing arts constituents of HAC. The coordinator will support contract administration, program management, budgeting and financial tracking, scheduling and planning, and coordinating of volunteers for the HSAF.

Responsibilities:

- Research and maintain a database of prospective performers of various genres to perform at the HSAF.
- Issue contracts for visiting artists and companies. Contract administration for all performing arts programs supported by HAC.
- Maintain an up-to-date schedule for ongoing performances supported by HAC on a preapproved shared platform..
- Maintain communications on scheduling/programs with the Assistant Director for promotion and press announcements. Gather promotional assets for artists and companies, including bios, photos, video links, etc for promotion.
- Interface with the Town of Huntington regarding stage maintenance recommendations.
- In Coordination with the Town of Huntington's Production Manager/Technical Director, contact companies to advance all upcoming shows.
- Advance all hospitality needs/rider requests of both actors and crew.
- Coordinate and plan performing arts-related receptions.
- Generate contact sheets and miscellaneous data reports as needed, including event reports for each performance.

- Be on-site for nightly performances at the Chapin Rainbow Stage during the Festival Season.
- Other duties as assigned.

Qualifications

- Education: Bachelor's degree or advanced degree in the arts/culture preferred but NOT REQUIRED.
- Experience creating, administering, and negotiating contracts with artists' management.
- Knowledge and demonstrated experience with performing arts institutions and administrative practices, budgeting, stage production, and management.
- Must be a team player with strong communication skills, writing skills, and attention to detail.
- Excellent people management ability. Tact and diplomacy; approachable; work well under pressure and in a fast-paced environment.
- Detail-oriented with strong follow-through skills.
- Resourceful and self-directed to manage and complete multiple tasks on varying projects with tight deadlines; solid problem-solving skills.
- Flexible and adaptable to changing work assignments, priorities and conditions..
- Proficient in technology and technology-based communications, as well as full proficiency in computer use: Word, Excel and G-Suite required.
- Some light lifting is required.
- Must have a reliable source of transportation available at all times..

Compensation and Benefits:

Hour rate of \$30-\$35 per hour depending on experience.

Work Schedule:

The Performing Arts Coordinator is an At-Will year-round non-exempt employee. The Festival Season (April – September) schedule will include required evening and weekend hours during performances with a commitment of 36 hours a week. Off-season (October – March) will require regular work hours with a hybrid work schedule of 21 hours a week.

Huntington Arts Council offers a hybrid work schedule with remote work during regular hours: generous PTO and sick time for all employees with paid Holidays for both FT and PT employees.

How to Apply:

Please send a cover letter and resume to Executive Director, Kieran Johnson, at KJohnson@huntingtonarts.org with "Performing Arts Coordinator" in the subject line

Only Qualified candidates will be contacted for interview or references.

Huntington Arts Council is an Equal Opportunity Employer.