

# ARTS FORT WORTH

**Job Title:** Day of Event Coordinator, Part Time  
**Reports to:** Director of Fort Worth Community Arts Center  
**FLSA Status:** Non-Exempt

## **SUMMARY**

Responsible for assisting the Director of the Fort Worth Community Arts Center in coordinating and monitoring events as needed located within the Fort Worth Community Arts Center

## **JOB DUTIES & RESPONSIBILITIES**

Must work irregular day and evening hours as required.

- Provide outstanding customer service to clients, the public, and colleagues
- Assist in the coordination of contracted events at the Fort Worth Community Arts Center including but not limited to performances, special events, classes, and meetings.
- May supervise part-time assistants, volunteers, and contractors
- Explains policies and procedures for use of Fort Worth Community Arts Center to clients and the general public.
- May act as initial contact to potential and contracted clients.
- Ensure that set up of tables, chairs, stages, sound equipment, decorations or other equipment is in accordance with lease requirements
- May open and secure facilities before and after events.
- Train ushers and clients as needed on safety and evacuation procedures.
- Perform related duties as assigned.
- Complete event reports at the end of each event and send to managers.
- Other duties as assigned

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Overall qualifications require excellent written and oral communication skills; strong detail orientation; and the ability to effectively multitask under pressure in a fast paced, customer focused environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Proven ability to work with a diverse array of publics and staff, including artists
- Excellent written and oral communications skills
- Strong detail orientation
- Ability to effectively multitask under pressure in a fast-paced, customer-focused environment
- Experience with MS Office software
- Self-starter with ability to work effectively under little or no direct supervision
- Able to contribute positively to a team environment
- Able to lift at least 30 pounds

## **EDUCATION/EXPERIENCE**

Minimum high school diploma or equivalent Arts Fort Worth afford equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, disability status or sexual orientation.

**TO APPLY**

Email your resume and a cover letter to [hr@artsfortworth.org](mailto:hr@artsfortworth.org)

**About Arts Fort Worth** Founded in 1963 as the Arts Council of Fort Worth and Tarrant County, Arts Fort Worth is a nonprofit organization with the mission to promote, nurture, and support the arts in Fort Worth. Arts Fort Worth administers a competitive grants program, manages the Fort Worth Public Art program, and operates the Fort Worth Community Arts Center, a dynamic arts complex with theaters, galleries, studios, and office suites, on behalf of the City of Fort Worth. Arts Fort Worth also provides educational programming and supports arts advocacy at all levels of government, provides public art consultation services, rents the facilities for a wide range of private and public events and programs. Arts Fort Worth is supported in part by the City of Fort Worth and the Texas Commission on the Arts.