

Flint Cultural Center Corporation

601 E. Second St

Flint, MI 48503

Job Title: Artist Services Coordinator and Administrative Assistant

Location: The Whiting/Capitol Theatre

Reports To: Managing Director of The Whiting/Capitol Theatre

FLSA Status: Non-Exempt (Full-time)

GENERAL DESCRIPTION

The Artist Services Coordinator and Administrative Assistant will provide administrative support to the organization. This will range from answering phones, taking meeting minutes, acting as a liaison between the Managing Director and community members, and providing artist services to incoming performances at both The Whiting and Capitol Theatre.

Job Description and Qualifications:

RESPONSIBILITIES

- Coordinate and assist in artist services for all activities at both The Whiting and Capitol Theatre, including, but not limited to, arrangements for hospitality, travel, accommodations, catering, transportation and special requests.
- Act as a primary liaison for rental inquiries for both The Whiting and Capitol Theatre and communicate the information to the Whiting/Capitol Programming Liaison.
- Set-up appointments and maintain the calendar for the Managing Director, including travel arrangements when necessary.
- Assist the Managing Director in preparing for Governing Council, committee, and management meetings by preparing and distributing meeting notifications, agendas, meeting materials, and minutes.
- Record/transcribe minutes for Governing Council, committee and management meetings.
- Supervise procurement and maintenance of office equipment and supplies.
- Assist with public/community relations as directed by the Managing Director.
- Assist as needed in institutional development operations and administration.
- Ensure all invoicing and check requests are properly coded according to the budget and sent to the corporate office for execution.
- Responsible for petty cash.
- Perform other related duties as assigned or as appropriate.

QUALIFICATIONS/SKILLS REQUIRED

- Ability to take initiative, work independently, understand the big picture, and problem solve.
- Ability to work in an organized, efficient manner and to balance multiple/conflicting deadlines and priorities effectively in the face of interruptions.
- Ability to do detail-oriented work with accuracy.
- Demonstrate a confident, helpful, professional attitude with diverse populations, including staff and members of the public.
- A strong team player; collaborates with others.
- Ability to use discretion and maintain a high level of confidentiality.
- Excellent verbal and written communication skills.
- Advanced level of proficiency with office software.
- A demonstrable understanding and acceptance of the mission, values, goals and objective of The Whiting/Capitol Theatre.

EDUCATION AND/OR EXPERIENCE

- Associate's degree or equivalent work experience
- 2 years of work experience in an administrative support or event coordination position.
- Non-profit experience, a plus.

Apply To: Send resume to hr@fcccorp.org

Date Posted: 2/25/20; posting will remain active until filled.

The Flint Cultural Center Corporation is an Equal Opportunity Employer