



Position Announcement/Description
Midland Center for the Arts
Midland, MI

Position Title: CST Administrative Coordinator
Supervisor: Managing Director of Center Stage Theatre
Classification: Part Time Casual (up to 19 hours per week)
Salary: \$13.73 per hour
Last Updated: August 2026

POSITION OVERVIEW: The CST Administrative Coordinator provides administrative, production, and organizational support to the Managing Director of Center Stage Theatre & Theatre Education. This position assists in the planning and execution of Center Stage Theatre and Youth Theatre productions by coordinating production paperwork, supporting auditions and rehearsals, communicating with volunteers and production teams, and helping maintain efficient day-to-day theatre operations.

General Responsibilities

- Maintain confidentiality of participant information.
- Represent the Midland Center for the Arts in a professional manner.
- Demonstrate excellent customer service.
- Perform other duties as assigned in support of Center Stage Theatre and Theatre Education.

Essential Duties & Responsibilities

Administrative Support

- Assist with organizing and maintaining production files and records.
- Prepare, print, copy, and assemble production materials.
- Organize digital files and production documentation.
- Maintain organized production binders and rehearsal materials.
- Assist with various office and theatre administrative tasks as assigned.

Production Coordination

- Assist with audition preparation, including printing scripts, forms, signage, and audition packets.
- Help facilitate audition check-in and administrative needs.
- Assist with first rehearsals by welcoming cast members and collecting required paperwork.
- Help distribute rehearsal materials and production information.
- Assist in preparing rehearsal spaces and production materials.
- Attend production meetings as needed.

Communication & Volunteer Support

- Communicate with cast members regarding required documentation. Coordinate collection of:
 - Background checks
 - Volunteer paperwork
 - Photo releases
 - Emergency contact forms

- Badge requests
- Other required documentation
- Assist with onboarding new volunteers and production team members.
- Help answer general participant questions or direct inquiries to the appropriate staff member.
- Support positive relationships with volunteers, artists, and community members.
- Other duties as assigned.

PREFERRED KNOWLEDGE AND EXPERIENCE

The qualifications listed below are representative of the knowledge, skills, and abilities required to successfully perform the essential functions of this position.

Qualifications

- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects simultaneously.
- Comfortable working independently and on a team.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and Google Workspace.
- Previous theatre, arts administration, event coordination, or volunteer management experience preferred.

Education and Experience

- Associate's degree or bachelor's degree in Theatre, Arts Administration, Stage Management, Nonprofit Management, Business Administration, or equivalent professional experience.
- One (1) to three (3) years of experience in theatre production, company management, stage management, arts administration, event coordination, nonprofit administration, or a related field preferred.
- Experience working with community theatre, educational theatre, or volunteer-based organizations is preferred.
- Familiarity with production budgets, contracts, scheduling, and production documentation is preferred.

Work Schedule

- This position requires a flexible work schedule that aligns with the production calendar and operational needs of Center Stage Theatre and Youth Theatre.
- Regular office hours are expected, with evening and weekend availability required during auditions, productions, rehearsals, performances, special events, and other departmental activities.
- Occasional remote work may be available based on departmental needs and supervisor approval.
- This position may require lifting production materials, navigating backstage and theatre spaces, and moving between office, rehearsal, and performance environments.

APPLICATION INFORMATION

Email cover letter and resume to:

HR@midlandlandcenter.org
Krause@midlandcenter.org