



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

**Position Title:** Programming Coordinator  
**Supervisor:** Vice President of Programming/Chief Program Officer  
**Classification:** Full Time Exempt  
**Last Updated:** September 13, 2021

**About Midland Center for the Arts**

Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class art and entertainment experiences are enjoyed by audiences from around Michigan and beyond and the Center strives to share cultures and stories that reflect the diversity of our audiences and the world. We strive to provide a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms, pursuing our mission as the cultural destination for our region and beyond. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

**POSITION CONCEPT**

The Midland Center for the Arts is seeking a highly organized, detail-oriented, and creative individual to join the team as Programming Coordinator. This position is responsible for implementing the performance related activities the Midland Center for the Arts, including a professional symphony orchestra, community theater, adult and youth choirs, local, regional, and national touring artists and companies across all disciplines.

The Programming Coordinator reports directly to the Vice President of Programming/Chief Program Officer and works collaboratively across all departments to achieve the organization's mission.

The candidate will be joining a small and highly-collaborative department within a larger staff of over 40 in a multi-discipline organization.

**DUTIES AND RESPONSIBILITIES**

The duties of this position include, but are not limited to:

**Programs**

- Participate in the planning, execution, and evaluation of all Center's performing art events, managing and updating operational files as necessary
- Develop and maintain knowledge of setup and operational processes for department
- Work with operations staff including event managers, food and beverage staff, house manager and technical staff to ensure overall execution of events

- Manage and/or arrange artist travel, accommodations, and hospitality, developing day-of-show and run-of-show schedules, creating itineraries

### **Administrative**

- Act as office manager for the programming department having knowledge and understanding of the workflow and administrative needs for each program discipline
- Maintain calendar for all programming departments monitoring availability, detecting potential conflicts, adding upcoming performance/event information to the calendar
- Assist in room scheduling for auditions, rehearsals, and performances as well as administrative support in compiling and distributing information for auditions
- Responsible for submitting regular reports for music licensing requirements such as ASCAP/BMI/SESAC/GMR

### **Communications**

- Serve, with high integrity, as a representative of the Center to volunteers, artists, stakeholders, donors and the community at large
- Point of contact for community artists, touring artists and managers, students and parents
- Contribute to reviewing and providing feedback and approval on all performance-related marketing pieces

### **PREFERRED KNOWLEDGE, EXPERIENCE AND ABILITIES:**

#### **Qualities and Personality:**

- Must work well in a team environment; discretion, discernment, maturity, composure, compassion, and a sense of humor are essential.
- Must be highly organized, self-motivated, nimble, work well under pressure, and be able to organize and prioritize multiple tasks.
  - Must be able to synthesize information from disparate sources into a unified whole.
  - Must be able to work quickly and efficiently while maintaining quality and accuracy.
- Excellent communication skills (verbally and written) and ability to communicate with extreme diplomacy, professionalism.
  - Good telephone and email etiquette and professional demeanor while interacting with internal personnel, presenters, participants, artists, and the general public.
  - Ability to build effective relationships within the organization.
- Innovative thinking, adaptability, and comfort supporting new ideas/projects. Energetic, enthusiastic, and always willing to see projects to completion.
- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference

#### **Education and Experience Requirements:**

- Bachelor's degree or equivalent experience in a performing arts related field is preferred
- Two years of experience in general office administration and program planning/implementation, preferably within a performing arts organization.
- Proficiency with Microsoft Office (Excel, Word and Power Point)
- Advanced understanding of performing arts administration, operations, and production in a large, complex organization; a background in producing/presenting live music desired.

**SPECIAL CONDITIONS OF EMPLOYMENT**

- This position requires the ability to work a variable schedule, evenings, weekends, and possibly holidays to meet operational needs.
- Valid driver's license

**APPLICATION INFORMATION**

Email Cover Letter and Resumé to: [HR@midlandcenter.org](mailto:HR@midlandcenter.org)  
Tina Siegmund – HR, Payroll & Benefits Manager

Deadline: Open until Filled