City of Novi
Part-Time Creative Arts Coordinator

Basic Function and Responsibility

- The coordinator is responsible for designing, coordinating and implementing citywide performing arts / theatre, cultural programs and special events with vision, integrity and expertise
- Part time up to 24 hours per week, two (2) positions available
- Hourly wage of $12-14 per hour, no benefits
- This position is under the supervision of and reports to the Superintendent of Recreation and Performing Arts Coordinator

Examples of Work

- Plans, implements, and assesses programs and special events / functions for individuals of all ages
- Schedules, contracts and trains performing arts staff to carry out programs
- Expands theatre opportunities and productions available to the community
- Performs duties of production staff when applicable
- Prepares, monitors and reviews individual program budgets; maintains appropriate fiscal records concerning general revenue and budgetary expenditures
- Prepares program information in a timely fashion to be included in department guide
- Works cooperatively with other team members and City staff
- Completes the facility reservation process for internal staff and external users
- Solicits assistance of community volunteers including civic organizations, general citizens, and businesses
- Develops partnerships and secures sponsors for programs and events
- Develops and organizes methods for publicity including seasonal program brochures, flyers, posters, news releases, P.S.A.'s, Cable TV, website and email blasts
- Develops goals and objectives on an annual basis for programs and staff development as relates to overall department goals and policies
- Performs other related work as required

Desirable Knowledge, Abilities and Skills

- Personal experience as an actor, director, producer or other theatre-related activity
- Knowledge of the principles and methods used in organizing and supervising performing arts, theatre and cultural activities
- Proficient in Microsoft Word, Excel and Publisher
- Exhibits excellent interpersonal leadership and communications (both written and oral) skills
- Ability to prepare budget requests and monitor expenditures
- Good leadership skills

MINIMUM QUALIFICATIONS

Coursework or Bachelors Degree in theatre, liberal arts, music or related field from an accredited college or university. Required accumulative one (1) year of experience in a leadership and/or a supervisory position.