

## WNIN JOB ANNOUNCEMENT

<b><u>Employer Information:</u></b> WNIN Tri-State Public Media, Inc. Two Main Street Evansville, IN 47708 Phone: 812-423-2973 <a href="mailto:Employment@wnin.org">Employment@wnin.org</a>	<b><u>Job Information:</u></b> Job Title: Events/Theater Coordinator Work Hours: Part Time, 20 hours/week Work Days: Mon-Fri, & as needed <b>Application Process:</b> Send résumé and cover letter <b>Reference Job # 0818</b>
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The Events/Theater Coordinator assists the Director of Events/Theater to maximize revenues through various annual events and occasional Old National Public Theater screenings.

### **Duties and Responsibilities:**

1. Responsible for providing support services to the Events/Theater manager in preparation/execution of annual fundraising events (Winter Gala, Spring Auction, Create Con, Kids Fest and other station-related events as necessary). Additionally, will provide support services to the Events/Theater manager in preparation/execution of various public theater screenings and other theater events including facility catering/rentals.
2. Will work closely with sponsors, underwriters, donors and other vendors to ensure smooth partnerships and associations with annual fundraising events and public theater screenings and catering/facility rentals.
3. Will function as staff member on-duty during public theater screenings and catering/facility rentals which will occasionally require weekend/evening shifts. Specific duties will include setting up rental space (as needed), opening/closing (locking) building, facilitating entrance and exit of guests, performing vending duties (as needed) and overall oversight/management of screening/facility event.
4. Assist with selection and booking of theater content.
5. Assist with the development and distribution of materials for presentations to sponsors, donors, vendors, etc. Assist with event/theater promotional materials and post event/theater wrap-up and reporting.

Candidate must be a self-starter, possessing excellent oral and written communication, organizational, and interpersonal relationship-building skills. Experience in customer service and/or event planning and execution a plus. EOE