

## PROGRAMMING/FACILITY COORDINATOR

### Requirements:

- \* Equivalent of two years of college level coursework in hospitality, marketing or related area. Bartending experience a plus.
- \* Certification from a Techniques of Alcohol Management course.
- \* Two years experience preferred in programming, coordinating, supervision, customer service, and administrative functions.
- \* Minimum age 21, solution-oriented, attentive to detail and advance planning, ability to work an event-driven, flexible schedule.
- \* Requires excellent communication and organizational skills.
- \* Ability to multitask in a fast-paced environment a must.
- \* Able to work in stressful situations with prolonged standing, sitting, bending, stooping, kneeling, crouching, stretching, carrying and lifting up to 40 pounds.

### Essential Functions:

- \* Plan, organize, schedule, coordinate, and communicate operations, performances, and programming rentals, including the use of technical and non-technical equipment, in collaboration with the SYCA Director, staff and external groups.
- \* Communicate with SYCA Director, staff, and programming committee to provide high quality performing arts events. Collaborate with SYCA Director in contract development and execution.
- \* Plan and conduct meetings with external representatives and SYCA event staff regarding performance or programming rental needs.
- \* Coordinates scheduling of event staff and volunteers for performances or programming rentals.
- \* Develop and maintain communications with new and past promoters, clients, and organizations regarding performances or programming rentals.
- \* Maintain SYCA technical equipment and systems, including inspections and replacements.
- \* Assists with room setup and breakdown for SYCA events.
- \* Performs the work of event and bartender staff as necessary.

### Working Conditions:

- \* May experience communication with a variety of internal and external sources under favorable and unfavorable conditions.
- \* May experience sustained moderate/high periods of activity with multiple tasks being performed.
- \* May have exposure to areas with loud noise, hot and/or cold.
- \* May require walking over potentially slippery surfaces.
- \* Alternating work schedule which will include weekends, evenings, and long hours.



Submit Application, Resume, and Cover Letter to: Sturgis City Hall, 130 N. Nottawa St.  
or via email to: [hkeyser@sturgismi.gov](mailto:hkeyser@sturgismi.gov) Applications are available at City Hall  
or online at [www.sturgismi.gov/HR](http://www.sturgismi.gov/HR)

*The City of Sturgis is an Equal Opportunity Employer.*