Job Title: Programming Manager
Department: Programming
Reports to: President & CEO
Job Type: Part-Time (30 hours)
Salary Range/ Pay Rate: $22/hour

ABOUT THE Z:
The Zeiterion Performing Arts Center (The “Z”) is a non-profit organization whose mission is to entertain, educate, and inspire our community by presenting a diverse array of high-quality performing artists and providing engaging learning opportunities that contribute to the cultural, social and economic vitality of the South Coast.

POSITION OVERVIEW
Working both independently and with the President/CEO you will identify national, international, and regional artists and performances that will advance The Z’s mission as a professional performing arts presenter. The Programming Manager will assist in artistic planning, and the development, scheduling, booking, and logistics related to The Z’s presenting season. The Programming Manager will be a key participant in imagining, coordinating, and materializing arts programming that will differentiate The Z in the region’s cultural landscape and give meaning and substance to our mission. This is an exciting opportunity for someone with a love for the performing arts to be part of the creative team and help to lead The Z into the future.

RESPONSIBILITIES:
- Develop a season calendar and manage all engagement related logistics for a 52-week performance season
- Research, identify, schedule and book diverse performers that align with The Z’s mission, serving as a primary liaison with artists/managers/agents, securing riders, overseeing contracts, assisting with production and back-line details, and overseeing tech needs
- Establish and maintain an Agents & Artists database, including press packets, photos, fees, recordings, copy, and graphics
- Coordinate details of events and artists’ participation in performances, residencies, master classes, donor engagement, and other associated initiatives
- Communicate directly in advance with artists and their representatives to ensure that the needs of both artists and The Z are met in a timely manner and in accordance with any governing contract
- Ensure a highly professional and welcoming environment for all artists and programming partners
- Collect and disseminate information regarding programming, performance schedules, technical requirements, etc. to staff and update information as plans develop or changes occur; lead all show meetings with staff
- Ensure accurate and timely contract administration
- Manage residency program relationships, special partnerships, and other special programming initiatives
- Oversee all artist hospitality, meet, and greets, and merchandise sales
- Compile and reconcile monthly reports to track activities related to grant compliance
- Gather all necessary marketing and showcase materials from agents and artists, and coordinate audience development initiatives.
- Promote performances, proof-read all programming information for press releases, marketing collateral, website copy, etc. for accuracy, etc.
- Works with staff accountant to ensure timely and accurate payment of all performers and other vendors related to performances
• Hire, train, and supervise Programming Associate
• Incorporate equity values into all work done on behalf of The Z

QUALIFICATION REQUIREMENTS:

• A deep, personal passion for the performing arts across all genres
• Imagination: a talent for seeing connections and possibilities that may not be obvious
• A track record for developing and executing artistic and cultural programs and events in the performing arts
• Broad cultural awareness; appreciation and familiarity with diverse cultures and traditions
• Knowledge of a diversity of disciplines and genres as well as contemporary performers and ensembles
• An understanding of the importance of equity in the arts
• Experience with budgeting for performing arts programs and events
• A strong aptitude for organization and precision; outstanding planning and time management skills
• The ability to multitask, set priorities, and independently manage workload in a fast-paced environment
• Excellent communication skills; the ability to speak and write clearly and persuasively
• The ability to exercise discretion and maintain confidential information
• The ability to demonstrate flexibility as a member of a strongly collaborative, cross-functional team
• Proficiency with Microsoft Office

EQUAL OPPORTUNITY:
The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel safe and seen in our employ, in our seats and on our stage.

COVID-19 PROTOCOL:
A full dose COVID-19 vaccine regimen, including booster, is a condition of employment and volunteering for all Z staff, event personnel and volunteers. In a case where individuals fall under a legally covered exemption, that individual should present a qualifying reason for the exemption, in which case The Z will make reasonable accommodations and offer other protocols including regular testing plus mask wearing.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• The noise level in the work environment ranges from low to high
• The Z is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams
• The Z is on an active, and ongoing journey to be an anti-racist organization - advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity

HOW TO APPLY
Send resume to careers@zeiterion.org.