

Job Title of this Position	ECA Event Services Assistant
Name of Organization	Edmonds Center for the Arts
Website	www.ec4arts.org
Job Location Address	410 Fourth Avenue North, Edmonds, WA 98020
Contact / Supervisor	Corey Tremaine Jefferson
Phone Number	425-275-9480
E-mail	corey@ec4arts.org
<u>Hourly</u> Pay Rate (indicate a range)	\$8.50-10.00
Employment Period	Summer Only [ ]      Academic Year [ x ]      Summer & Academic Year [ ]
Hours per week	Summer: full time program 40 hrs/wk [ ] part time program up to 19 hrs/wk [ ] Academic Year: up to 19 hrs/wk [ x ]

**Nature of Business or Organization:**

Performing Arts Center, presenting a wide array of international professional artists in a 700 seat completely renovated auditorium in the center of Edmonds, WA. Performances are also presented by community groups, and private presenters which rent the facility for presentations as well. Most performances are in the evenings and weekends.

**Duties and Responsibilities:**

Event Preparation, Support and/or Oversight – concessions, supply prep., merchandise sales, event assistance during performances  
 Box Office Sales, Support – Cust. Service on enquiries, events on phone and email, ticket order processing  
 Volunteer Coordination – assist w/ scheduling of ushers, concessionaires; training of same  
 Artist Hospitality and Support – liaison between backstage and front of house.

**Minimum Qualifications:**

Strong interest in performing arts, excellent organizational skills and attention to detail, excellent problem solving and customer service skills, familiarity with MS Windows, MS Office, database programs, and a desire and ability to work and/or lead effectively in a team environment.

**Educational Benefits:**

Public Speaking, technical writing, crowd control, management, financial management, leadership development, teamwork development, and more.

(For Work Study Office Use Only)

**JOB NUMBER** 65EDC01 **REIMBURSEMENT RATE:** **FEDERAL**     % **STATE** 65 %

