



*Director of Entertainment and Performing Arts Education
Job Description*

Position Summary

The Director of Entertainment and Performing Arts Education for the Monroe Arts Center will report directly to the Executive Director. The Director of Entertainment and Performing Arts Education will plan the entertainment schedule for the Monroe Arts Center and book entertainers, negotiate contracts for entertainers, plan and oversee events and event volunteers, create and budgets for each season, and ensure a positive experience for guests of the Monroe Arts Center. Additionally, the person in this position will collaborate with local artists to create and implement a performing arts curriculum for both children and adults that supports the culture at MAC.

Essential Duties and Responsibilities

Entertainment

- Work with Executive Director to produce, maintain, and meet entertainment season budgetary goals.
- Attend Arts Conference, Conduct Research and Seek Performances for MAC Entertainment Season;
 - MAC Main Stage Series
 - Family and Kids Series
 - Sunday Concert Series and Summer Concert Series
 - Performance in Schools Series
 - Special Events (Taste of Spring, Underwriters Preview Party)
- Contact Agents/Performers.
- Negotiate Contracts that address performance dates, deposits, fees, technical riders, hospitality riders, and any other additional contract terms.
- Work with Audio and Lighting Technicians, Piano Tuner, and Backline Providers when necessary to execute contract requirements.
- Secure lodging, catering, and travel when required.
- Be onsite for audio techs, performers arrivals and load in/out.
- Make sure dressing rooms are prepared.
- Be available during performance to assist ushers, bar sales, running stage lights, or wherever assistance might be necessary.
- Make sure performers are paid.
- Remain at venue until strike is complete and everyone has left the building.
- Follow up with booking agent for post-show feedback.
- Track and analyze attendance, survey data, and other programmatic data to identify strategies for improvement, growth, and for use in grant writing and fundraising efforts. Prepare reports as necessary.
- Prepare and oversee appropriate support and marketing materials as needed.

Performance in Schools/Classical Connections

- Create document for School District Coordinator outlining potential school performances for grades K-5, 6-8, 9-12. Upon approval, coordinate dates and times for performances and how many students will be attending each performance.
- Make arrangements with school venues for performance technical needs.
- On performance days, meet performer/s at the school venue, assist with load in/out, lighting, audio, if needed. Stay at the venue until the performer/s have left.
- Based on available seating, solicit outlying school to attend performance.

Special Events

- Taste of Spring
 - Secure live entertainment for event.
 - Secure Auctioneer, audio tech, and confirm details.
 - Secure Assistant for the Auctioneer.
- Underwriters Preview Party
 - Write performance copy
 - Find appropriate video and images for each scheduled performance for Previews.
 - Secure date and confirm details with audio tech.
- Holiday Silent Auction Catalogue
 - Work with Auction Committee to photograph, list, and write descriptions for each item.

Season Brochure

- Collect copy for season brochure and edit.
- Collect appropriate images, testimonials quotes, etc. for each performance.

Program Brochure

- Create an outline of each performance and gallery exhibit (including performance specific underwriters for each performance) for the Communications and Community Outreach Manager.

Performing Arts Education

- Work with Executive Director to produce, maintain, and meet performance arts education budgetary goals.
- Work to identify prospects to craft/submit proposals for performing arts educational programs and create a roster of performance arts educational offerings for the year.
- Collaborate with local and national artists and professionals to create individual class curriculums.
- Hire and manage local and national teaching artists.
- Expand and further develop existing programs and craft new programs that fill a community void in arts education.
- Track and analyze attendance, survey data and other programmatic data to identify strategies for improvement, growth, and for use in grant writing and fundraising efforts. Prepare reports as necessary.

- Prepare and oversee appropriate support and marketing materials as needed.

Send resume to
Monroe Arts Center, 1315 11th Street, Monroe, WI 53566
or
info@monroeartscenter.com