

## Young Audiences of Western New York – Job Description

**Job Title:** Program Coordinator  
**Reports to:** Director of Programs  
**Status:** Hourly - Part Time/Non-Exempt  
**Location:** Central Library, Downtown Buffalo (Temporarily Remote)



**Summary:** The Program Coordinator serves as a liaison between artists, ensembles and the schools or community partners to schedule workshops and performances, oversee receivables and general office coordination. The Program Coordinator will be highly organized and detail-oriented that is a strong relationship builder who is comfortable spending most of the workday in a structured office environment. Young Audiences of Western New York seeks to hire candidates with a diversity of experiences and perspectives in respect to race, gender and geography. We believe that our board, staff and teaching artist roster should reflect the beautifully diverse community that makes up Buffalo and WNY.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

#### **Program Support**

Support Program Department in the scheduling and administration of programs with school and community partners. Duties include but are not limited to:

- Schedule bookings programs including communication with schools, community partners, entry into database system and tracking/sending confirmations.
- Efficiently uses internal file sharing system to maintain accurate records of confirmed programs and budgets.
- Prepares and sends programming invoices using database system.
- Distributes and compiles reports for monthly assessment and evaluation tools.
- Prepares statistical reports monthly.
- Supports Director of Programs in scheduling and budgeting for residencies and partnerships.
- Coordinate Arts Partners for Learning programming with school and cultural partners.
- Collaborates with Young Generations Coordinator to collect program data, maintain roster and communicate with program partners.

#### **Teaching Artist Management**

Collaborate with Teaching Artists to connect booking partners to the right programs while maintaining up-to-date records. Duties include but are not limited to:

- Manage arts materials requests, storage and technical requirements.
- Manage artist directory information using database system and internal file sharing protocols.
- Assist Director of Programs in issuing and securing annual artist contracts, bios, program pricing and program descriptions for annual updating the database and internal final sharing systems.
- Assist Director of Programs in updating and maintaining Program Curriculum.
- Proactively keep updating the artist roster to be able to build relationships and communicate about artists and programs during outreach activities.

#### **Office Management and Logistics**

Oversee administrative and logistical components of the Program Department. Duties include but are not limited to:

- Receive incoming phone calls and emails, maintaining a friendly, knowledgeable and helpful demeanor.
- Assist with creating and maintaining efficient systems for file and data management.
- Provide support to Executive Director as needed.

**QUALIFICATION REQUIREMENTS:**

- 2+ years of experience in an administrative role
- Graduated High School or completed GED program
- Commitment and passion for the mission of Young Audiences of WNY
- An eye for creating efficient systems and tracking details
- Ability to prioritize tasks and flexibility meet competing deadlines
- Ability to develop trusting relationships with diverse individuals of different backgrounds
- Experience using various computer systems and online platforms; Salesforce experience preferred
- Strong oral and written communication skill
- Comfortable making cold calls
- Some evenings and weekends required as needed based on program schedule
- Multilingual candidates are a plus

This is a non-exempt, part-time hourly position with a pay rate of \$17.00/hour.

**To apply:** Send an email with “Program Coordinator” in the subject line to [employment@yawny.org](mailto:employment@yawny.org). Include in pdf format: resume, cover letter, and three references, that will only be called after a candidate has a virtual interview. No phone calls please.

Young Audiences is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.