

Executive Coordinator

Is music your passion? Do you get excited when you hear the word *Cirque*? Do you love theatre and thrill to a great humanities program? Are you on a career path in non-profits aspiring to join a team with strong social and community values with a mission to bring the best in arts and culture to Cape Cod? Then Payomet has a position to fulfill that opportunity and we are looking for you.

The Executive Coordinator is a leadership position bridging artistic programming, development and related non-profit business. This position ensures maximum efficiency and clear deliverables in service to the mission and vision of the organization.

We promote a highly diverse music lineup that features national and emerging talent. The lion's share of our programming is music with growing portions of circus, theatre and humanities. We are a successful non-profit with a small collaborative staff and a dynamic board of directors.

In addition to Music and Theater, Payomet runs a circus camp for children in the summer, creating original cirque performances on the themes of environment, climate change and interpretive programming as relates to our Philanthropic partner the National Park Service. We are located at Highlands Center, a formerly abandoned military base now serving as a center for Education, Science and the Arts. Payomet's main performance venues are tents and an outdoor stage seasonally and at various venues on Cape Cod from late fall through early spring.

Job Responsibilities:

- Leads and supports new organizational initiatives and opportunities.
- Identifies programming risks and develops contingencies.
- Bolsters a success-oriented, positive high-integrity organizational culture.
- Manages calendars and activities to ensure high value time utilization.
- Leads or co-leads briefing sessions and updates on upcoming meetings.
- Prepares materials for and assists in activities engaging Board members.
- Seeks to ensure equity and transparency throughout the organization.
- Works with the Executive Director and staff teams to prepare for external meetings, presentations and events.
- Ensures timely follow-up on action items.
- Prepares briefing memos and updates for current projects and new initiatives.
- Assists with special projects which may include PR.

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- Secures speaking engagements and opportunities for outreach.
- Performs related record keeping and database management.
- Participates in Special Events and Payomet productions.
- Participates in professional development opportunities to improve skills.
- Performs other duties supporting the Executive Director inside a shared leadership model.

Education and Experience:

- Bachelor's Degree is required or equivalent work experience. Prefer 1-2 years of experience as Program or Executive Coordinator or in a leadership position.
- Experience in the performing arts.
- Experience interacting with a Board of Directors strongly preferred.

Knowledge, Skills, and Abilities:

- Strong verbal and written communication skills; ability to effectively present and execute on innovative ideas. Ability to write reports and business correspondence. Outstanding grammar and proofreading skills.
- Guided by exceptional decision-making skills, discretion and the ability to maintain confidentiality.
- Advanced knowledge of Microsoft Office Suite, Adobe Products, QuickBooks, and Google Workspace.
- Ability to work independently, as well as part of a high-performing team.
- A commitment to the vision and mission of an organization with a belief and vision of strong social values and equity.
- Accountability, honesty and integrity.
- Ability to take initiative, act independently and direct one's own work.
- Ability to effectively present information and respond to high level inquiries from clients, donors, partners, Board of Directors, community stakeholders and governmental entities including our partners, the National Park Service.

Physical Demands and Working Environment:

- Frequently lift and/or move up to 25 pounds.
- Standing or sitting in an office environment, but may occasionally be required to perform job duties outside of the typical office setting.
- Occasional travel outside the office.

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About Payomet Performing Arts Center:

We are a volunteer driven, non-profit performing arts organization committed to gradual and sustainable growth in order to remain true to our core mission: to produce exciting professional live music, theatre, circus arts and humanities events rooted in strong social values.

Payomet strives to be an inclusive and diverse workplace where we respect and value all employees. We do not discriminate based on race, socio-economic status, religion, national origin, gender identity, sexual orientation, veteran status, disability, age or any other legally protected status.

Compensation: \$62-68K per year. Benefit package. Schedule includes expectation to work some nights and weekends especially during the summer season. Flex time and some remote work possible. No phone calls, please.

Please send resume and cover letter to: Deb Goldstein at deb_goldstein@comcast.net