



FILM | JAZZ | ART | CAFÉ

The Little Theatre Film Society

Events and Special Programming Coordinator, Full Time, Exempt

PRINCIPAL DUTIES

- ❖ Work with a wide range of outside clients, WXXI, community groups, etc. to plan and execute special events at the Little
- ❖ Solicit new clients and work with existing ones to promote the Little as a venue for special events, including the theatres and café areas, particularly for non-theatre operational hours.
- ❖ Work with WXXI to create events around their programs and initiatives
- ❖ Develop a long term plan for recurring mission driven events hosted by the Little
- ❖ Plan and execute special programming:
 - Research and development of new programming ideas
 - Draft program notes and plans
 - Identify and pursue special programming collaboration possibilities
- ❖ Increase the use and effectiveness of the website social media to raise awareness for Special Events at the Little
 - Post photos and details of special events at the Little to raise our social media presence
 - Keep in contact with followers and cultivate input to identify new possibilities for events at the Little
- ❖ Work with management team to identify new opportunities for special programming and mission-driven series. Develop funding opportunities along with other key staff that will strengthen our programming, community involvement, and facilities at the Little.

ONSITE EVENT EXECUTION

- ❖ Coordinate staffing for all events to ensure proper event execution
- ❖ Oversee ordering and maintain catering and event supplies
- ❖ Oversee set-up of special events according to the needs of the client
- ❖ Engage clients, handle any concerns, and oversee events to ensure client satisfaction
- ❖ Receive all media from clients, including film and video, to ensure timely inspection of materials scheduled for exhibition during special events to determine that the correct material has been received and is in suitable condition for display and audio purposes
- ❖ Track event attendance
- ❖ Create necessary signage for events

INTERDEPARTMENTAL RESPONSIBILITIES

- ❖ Collaborate with Theatre Management team and Café management to plan and execute private and mission-driven events
 - Get all info and logistics for new events to managers in a timely manner
 - Collaborate to identify mission driven programming and event opportunities
- ❖ Coordinate budgetary and invoicing requirements with Accounting
 - Ensure that accounting receives event paperwork and invoicing information for all events
 - Work with accounting to identify costs vs. revenue to maximize profits for special events
- ❖ Work with Marketing to develop written materials and press releases for events.
- ❖ Work with Membership to identify possibilities for development events
- ❖ Work with Café manager to identify ways to provide enhanced catering services to our clients.
- ❖ Coordinate with Projection Department during planning and execution of events regarding the Audio/ Visual requirements of our clients

ADMINISTRATIVE DUTIES

- Update events calendar with new events scheduled on a weekly basis
- Create event sheets that clearly list event requirements including technical needs, concession and box office needs, marketing needs, along with any other special requests and/or requirements
- Complete all necessary accounting paperwork and documentation, and follow up on invoicing for special events
- Create and update event and client files
- Work on grant applications, narratives, and final reports as needed

Qualified applicants may submit their cover letter and resume to:

hr@wxxi.org or WXXI, Human Resource Dept., 280 State St., Rochester, NY 14614.

WXXI & The Little Theatre are Equal Opportunity Employers committed to excellence through diversity and inclusion. (EOE)