

Anchorage Concert Association (ACA)
Position Description

Position: Event Specialist

Responsible to: Willow Zamos

Status: Full time

Pay Range: \$19-\$23 per hour

Updated: 11/21/2024

Approved by: Jason Hodges

Date of Approval:11/21/2024

Work Schedule: Generally, 9 a.m. to 5 p.m., Monday through Friday, with a one-hour lunch. Occasional work in the evenings and weekends. Flex scheduling options available.

Position Summary: The Event Specialist plays a supporting role in managing engagement events and providing logistical support for our touring mainstage program. This position is ideal for a proactive, detail-oriented individual with a passion for the arts and community outreach. Key responsibilities include event planning and coordination, maintaining event logistics, fostering relationships with community partners, and supporting the operational needs of our performances.

The following is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

General Duties

- Supports Anchorage Concert Association’s mission to inspire and enhance community through the performing arts and its core values of striving for excellence, innovation and creativity, exercising stewardship, and connecting with community.
- Works cooperatively and collaboratively with peers, board, and volunteers in a team based environment.

Essential Duties

- Coordinate event logistics outside of the theatre, including venue arrangements, scheduling, and participant registration.
- Collaborate with the Community Engagement team to develop and implement inclusive strategies that enhance guest experience as part of ACA’s Radical Hospitality planning.
- Represent Anchorage Concerts at community events and meetings as needed.
- Monitor event flow and troubleshoot issues that arise, ensuring a positive experience for attendees and participants.
- Provide administrative and logistical support for the touring mainstage program, including artist liaison duties, hospitality, and facilitation of set up and clean up at event spaces.
- Coordinate and set up backstage areas, ensuring they are clean, organized, and stocked with necessary supplies.
- Arrange hospitality for artists, including catering, dressing room set-up, and any special requests or rider requirements.
- Assist in the preparation of event plans, timelines, and checklists in collaboration with the Event Manager.

- Prepare and distribute materials needed for events, such as programs, flyers, and setting up lobby spaces with ACA banners.
- Transport artists as well as gear / act as a runner as needed to support ACA Event Manager
- Maintain accurate records and documentation related to community engagement and mainstage programs.
- Assist with grant reporting, data collection, and other administrative tasks as needed.
- Provide general office support, including answering inquiries, maintaining databases, and coordinating communications with stakeholders.
- Represent Anchorage Concerts at community events and meetings as needed.
- Manage the ACA volunteer database – write volunteer communications, emails and requests for volunteers
- Administer volunteer recognition program
- Assist in logistics for the annual Nutcracker production and the logistics related to coordinating volunteers, social service dress rehearsal, and our Nutcracker Store.

Minimum Qualifications, Skills, and Experience

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

- Passion for the mission, vision, and values of Anchorage Concert Association and the ability to share this mission and vision with the general public
- Excellent communication, writing, and planning skills
- Excellent organizational, management, and interpersonal skills
- Ability to manage multiple projects under tight deadlines
- Ability to work weekends and evenings.
- Proficiency with the internet, spreadsheets, and word processing systems
- Flexible and adaptable, able to react quickly to changing requirements and new challenges
- Demonstrated ability to champion new ideas, approaches, and solutions
- Willingness to travel for training as necessary
- Ability to work in a team environment
- Ability to establish and maintain effective working relationships within the organization and deal tactfully with the public.

Licenses and Other Requirements

- Valid Alaska driver's License
- Vehicle Insurance
- Reliable transportation

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands to finger, handle, or feel
- Reach with hands or arms
- Talk and hear
- Employee frequently required to walk at least 3 blocks
- Occasionally required to stoop, kneel, crouch, or crawl
- Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can be moderate to loud.

To Apply for this position:

Please submit your resume and cover letter to jobs@anchorageconcerts.org.