

City Parks Foundation *Job Description*

JOB: Ticketing Coordinator / Executive Assistant, Arts & Cultural Programs
START DATE: Immediately
SALARY: Mid \$30,000's plus benefits

City Parks Foundation (CPF) is the only independent, nonprofit organization to offer park programs throughout the five boroughs of New York City. We work in parks citywide, presenting a broad range of free arts, sports, and education programs, and empowering citizens to support their parks on a local level. Our programs and community building initiatives contribute to the revitalization of neighborhoods throughout New York City.

The Arts & Cultural Programs department of CPF programs and produces:

- *SummerStage*, New York City's premier free performing arts festival, which is comprised of over one hundred music, dance, theater, and word programs presented in Central Park and seventeen additional neighborhood parks throughout the five boroughs, including the two-day *Charlie Parker Jazz Festival*.
- *SummerStage Kids*, a series of ninety free programs representing all disciplines that is geared toward children aged 5-10 and their families.
- *Swedish Cottage Marionette Theatre*, a historic house located in Central Park that presents original year-round puppet programs for kids and their families and the *City Parks PuppetMobile*, which tours parks and recreation centers throughout the city.

Job Description

The Ticketing Coordinator / Executive Assistant reports to both the Executive Producer and Artistic Director of SummerStage. This position is responsible for overseeing ticketing for all SummerStage shows, as well as providing administrative support to both the Executive Producer and Artistic Director.

Ticketing duties:

- Oversee ticketing for all SummerStage shows including building events, tracking inventory, processing ticket buys and managing day of show box office.

Executive Assistant duties:

- Provide administrative support to Executive Producer, including answering phones, returning calls, scheduling, correspondence, travel arrangements and meeting preparations.
- Prepare bi-weekly timesheets for Arts Department staff.
- Manage and track credit card expenses for the department.
- Manage Arts Department staff shared calendar (vacation and conference days).
- Prepare and distribute minutes from departmental meetings.
- Coordinate RSVP list for events organized by the department.

Artistic Director Assistant duties:

- Provide administrative support to Artistic Director, including answering phones, returning calls, scheduling, correspondence, travel arrangements and meeting preparations.
- Assist in programming administration as needed.
- Assist in off season programming initiatives.
- Organize guest list needs for Artistic Director during the SummerStage season.

Office management duties:

- Answer general inquiry calls and e-mails for the department.
- Maintain FAQ documents and SummerStage hotline.
- Coordinate shipments and deliveries for the department.
- Coordinate telecommunications and IT work order requests for the office.
- Organize and file departmental documents.
- Inventory and order office supplies.
- Serve as the liaison for on-site production staff office needs.
- Prepare and track payment documents for office related expenses.

QUALIFICATIONS:

- Minimum two years administrative work experience in the music business, performing arts or with a talent agency, with working knowledge of ticketing systems.
- Strong interpersonal and team building skills.
- Excellent multitasking skills.
- Effective written and oral communication skills.
- Attention to detail and high level of accuracy.
- Very effective organizational skills.
- Proficiency with Google email platform and Microsoft Office.
- Ability to manage special projects independently and to completion.
- Bachelor's degree from an accredited college or university preferred.

Interested candidates should e-mail cover letter and resume to:

Paula Abreu, PAbreu@CityParksFoundation.org with the subject "Ticketing Coordinator / Executive Assistant position application"