

Town Hall Seattle
PROGRAM COORDINATOR
Position Announcement

Town Hall Seattle is a nonprofit community cultural center, offering a broad program of music, humanities, civic discourse, and world culture events. Formed collaboratively in 1998 as a shared venue, Town Hall Seattle is at once an arts organization and a community resource, with a season collectively programmed by the community itself. Town Hall serves more than 65,000 audience members and artists at 300+ events annually. Its century-old landmark home reopened in 2019 after a \$35 million top-to-bottom renovation.

ABOUT THE POSITION:

The **Program Coordinator** role is a new position at Town Hall reporting to the Director of Programs and Partnerships and is responsible for the core administrative work of the Program and Partnerships department, including support for Town Hall produced programs and rental bookings.

Status: Full-time (40 hours/week), hourly, non-exempt. Ability to work flexible hours including evenings and weekends as dictated by the event calendar.

Compensation: \$23.00 - \$25.00/hr (equates to \$47,840 - \$52,000/annually).

Location: Position is a hybrid in-person/remote operation model out of our Seattle office in First Hill and onsite at our venue on 8th Avenue and Seneca St. Our staff currently meets 2 days/week in-person; this role requires attendance at evening or weekend events or community partner events on a regular basis.

Benefits: Benefits package includes employer-paid medical & dental insurance, employer paid life and AD&D insurance, subsidized Orca card, and 403(b) retirement plan with up to \$2,000 employer match. Generous vacation (starting with 10 vacation days/year plus two personal days), sick leave (12 days/year), and 11 holidays/year plus two weeks of paid office closure.

DUTIES AND RESPONSIBILITIES FOR PROGRAMS AND PARTNERSHIPS COORDINATION (80% of time):

- Coordinate the booking of the season-long calendar, which includes pitching requests, fielding inquiries, confirming events, managing relationships with bookstores and publishers and booking interviewers for our core series: Arts & Culture, Civics and Science.
- Input, track, and confirm event details in Salesforce.
- Collaborate closely with the Production Department to ensure successful execution of each programmed event, including meeting the needs of the performers and audience.
- Work with the Community Engagement and Outreach Manager to execute and deliver community and partner programming and events.
- Follow equitable practices in programs and partnerships, in alignment with organization-wide equity goals.
- Additional programming-related tasks as assigned.

DUTIES AND RESPONSIBILITIES FOR RENTALS COORDINATION (20%):

- Work with the Rentals and Booking Director to communicate and execute planning with rental partners for use of Town Hall facilities.
- Execute Salesforce related tasks including creating campaigns and placing holds, reviewing and verifying receipt of insurance documents and contracts for rental events, updating rental organizational information and uploading certificates of liability insurance.
- Additional rentals-related tasks as assigned.

SKILLS, QUALIFICATIONS, AND PREFERRED ATTRIBUTES:

- Alignment with and commitment to Town Hall Seattle's [mission](#).
- At least one year of experience in a programming related role, ideally at a nonprofit or an arts/culture venue. Familiarity with speaker bookings, event contracts, and live events is a plus.
- Ability to manage multiple projects and deadlines with strong attention to detail. Demonstrated work record of timely follow-through is essential.
- Ability to receive direct feedback and act upon it quickly in a fast-moving environment.
- Self-starter, proactive attitude, enjoys working on a small and adaptive team.
- Excellent verbal and written skills with the ability to convey complex information clearly and concisely, particularly in email.
- Aptitude for on stage speaking.
- Ability to meet physical demands including working on a computer for extended periods of time.
- Proficient in Microsoft Office 365, experience with Salesforce and Adobe is a plus. Able to learn and use new systems.
- Cultural competency derived from lived experience engaging with people from different backgrounds and demonstrated commitment to advancing equity and anti-racism.
- Sense of humor and personal connection style that helps build a culture of joy and abundance.

TO APPLY:

Send a cover letter and resume to jobs@townhallseattle.org with “**Program Coordinator: Name**” in the subject line. Resumes requested by Friday, November 17th, position will remain open until filled.

For more information about Town Hall or to access this job description online, please visit our website at: www.townhallseattle.org/jobs. Data shows that women and BIPOC candidates more frequently do not apply to a job because they don't feel that they meet all the qualifications listed. *We strongly encourage applications from people with diverse backgrounds and lived experience, even if you have most but not all the qualifications listed above. If you feel passionate about our mission and believe that you have the skills to contribute to the growth of our organization, we want to hear from you.*

Town Hall Seattle is an equal opportunity employer. Town Hall Seattle was founded to be an accessible shared resource for the community: a place where everyone is welcomed, represented, and valued regardless of their race, sex, sexual orientation, gender identity, age, national origin, religion, disability, size, or class. Please see our full racial equity statement at <https://townhallseattle.org/about/racial-equity-statement>.