



THE CENTER FOR THE ARTS

Since 2000, The Center for the Arts, a 501(c)(3) nonprofit arts organization, has grown into a leading presenter of music, dance, theater, comedy, literary and visual art, and family programming, offering more than 150 events per year from its location in downtown Grass Valley. The Center recently completed a major renovation of its multi use facility in downtown Grass Valley in 2020, making it a premier performing arts destination. The venue includes the Main Stage, which accommodates up to 492 guests in configurable theater seats and up to 700 patrons for dance shows, and a 85-seat black box theater.

JOB TITLE: Hospitality Coordinator

REPORTS TO: Bar Manager

WORKS WITH: House Manager, Production Coordinator, Program Manager and Executive Director.

GENERAL DESCRIPTION or SUMMARY:

The Hospitality Coordinator is responsible for acquiring, displaying and maintaining the food and beverage for a variety of events at The Center including: artist green rooms, special events, board meetings and donor parties. When an artist arrives at The Center the Green room should be set up before their arrival with drinks and food per contract specifications. This position requires the hospitality manager to gather goods at various markets and grocers with whom The Center has relationships (i.e. BriarPatch, Natural Selection, Grocery Outlet and SPD Markets) and stay within predetermined budget restrictions. There will be occasional need to restock the green room and check for cleanliness throughout the night until the performers leave and the green room is to be cleaned. The green room hospitality is the artist's first impression of The Center! Hospitality Coordinator should aim to provide localized specialty products and display the items in an attractive and inviting display that the artists will appreciate. A specialized green room offering will increase the chance an artist will speak well of The Center and return for future performances!

This position is also responsible for food vendors at shows/events, food for special meetings (advisory committee), concessions at Bar and other food needs that arise.

RESPONSIBILITIES :

- Confirm grocery item list and look for allergies or restrictions for each show.
- Shop for the Green Room groceries and items
- Set up & break down hospitality in the artist Green Room
- Maintain and clean basic supplies for the green room
- Coordinate with volunteers for additional hospitality needs
- Arrange for laundering of linens (tablecloths and towels)

- On call for setting up hospitality for various meetings
- Attend production meetings when invited by PM in Calendar
- Maintain order and cleanliness of green room during show
- Attend staff meetings
- Aware of upcoming show needs weeks in advance
- Maintain receipts for all purchases during an event
- Turn in receipts to Accounting manager
- Transport & return hospitality items for off-site shows

REQUIREMENTS:

- Must be forward thinking, flexible, react quickly
- Practical problem solving
- Familiarity and usage of Google Suite apps and Email
- Drivers license, vehicle, insurance
- Proactive, communicative, creative, thoughtful
- Social skills that allow for problem solving, evaluation, ease and also firmness when appropriate
- Temperament capable of 'leading' (staying organized) through periods of a frenzied, chaotic environment.
- Must be able to be alert for evening shifts when working evening shows/ ability to be awake early if needed.
- Appreciation and awareness of performance art productions

HOURS: Part-time as needed, depending on the show schedule. No more than 40 hrs per week without supervisor approval.