



Theater Arts Coordinator at Wilson Arts

The Arts Council of Wilson (dba Wilson Arts) is a private 501(c)3 non-profit organization that seeks a consistent face for its performing arts programs, with a focus on technical direction. This is a salaried full-time, exempt position with paid vacation, sick time, 20% of the work-week remote, with some schedule flexibility. This position must work around the schedule for events.

About Us

Wilson Arts, established in 1967, has been a vital part of Wilson County's local arts scene for over fifty years. Our goal is to enhance the lives of all Wilson County residents by serving as a central hub for artistic experiences that enrich, educate, and entertain.

We oversee two facilities: the modern Wilson Arts Center, which boasts a 5,000 sq. ft. flexible gallery space, three studios, an office suite, and a conference room (owned by the organization); and the historic Edna Boykin Cultural Center, a 100-year-old-theater with 600 seats (owned by the City of Wilson, but managed by us.)

We fulfill our mission through engaging programs in both visual and performing arts. These programs include professional gallery exhibits, the renowned "Boykin Series" performance series, the ACT! for Youth theater education program, gallery exhibitions, visual and performing arts workshops for adults and children, and support for emerging arts organizations and artists through our Grassroots Grant program.

Position Summary

The role we're offering is crucial to our mission. As a Theater Arts Coordinator, you will oversee all technical and setup requirements for the Edna Boykin Cultural Center and the Wilson Arts Center. This role is pivotal in supporting our ACT! for Youth program, requiring a deep understanding of technical theater and the ability to offer consistent and knowledgeable support. Additionally, you will be a prominent representative of Wilson Arts, serving as a liaison with renters and artists and providing technical support at our Edna Boykin Cultural Center, a 600-seat theater located in the heart of Historic Downtown Wilson.

Ideal Candidate:

An ideal candidate for this position should possess a combination of creativity, organizational skills, and a deep passion for the performing arts. They should have a strong background in theater, including experience in directing, producing, and coordinating theatrical productions. A comprehensive understanding of various aspects of theater production, such as stage design, lighting, sound, and costume coordination, is essential. Additionally, excellent communication and interpersonal skills are crucial for collaborating with actors, crew members, staff,



volunteers, and other stakeholders involved in productions. Moreover, the ideal candidate should have the ability to run lights and sound systems effectively, along with carpentry skills to contribute to set construction and design, ensuring that the stage and props align with the artistic vision of each production. The ability to manage budgets, schedules, and logistics effectively is also important in ensuring the success of theater programs and events. Overall, the ideal candidate should be a dynamic and visionary leader who can inspire and engage others while promoting a culture of creativity and excellence in theater arts. We encourage you to apply even if you only feel partially qualified or are just looking for part-time work.

Key responsibilities include:

- Educating youth in our ACT! for Youth program on theater technical aspects through hands-on learning, maintaining schedules, and managing communications with students ages 5 to 18, parents, and educators.
- Acting as producer for the ACT! for Youth program.
- Hiring, supervising, and evaluating production educators.
- Collaborating with the Visual Arts Coordinator to strengthen our relationships with art and music specialists in local schools.
- Coordinating technical needs for productions including our programs at the Edna Boykin Cultural Center, our programs at the Wilson Arts Center, and rentals for both facilities as needed.
- Monitoring and ensuring the cleanliness and condition of our cultural center and storage facilities, with support from volunteers, staff, and city resources.
- Organizing storage areas.
- Overseeing technical aspects, safety measures, and setup for all programs and activities at the Boykin Center, including operating lighting and audiovisual equipment.
- Managing maintenance and inventory of production equipment, developing replacement plans within budget constraints, and planning for future growth.

Qualifications:

Qualifications for this role include a valid driver's license, expertise in technical direction, working with youth, social skills, carpentry, theater, lighting design, set design, and/or stage painting. Physical capabilities include lifting, pushing, or pulling objects up to 100 pounds using appropriate tools.

If you're passionate about the arts and possess some or all of the skills and dedication to support our mission, we encourage you to apply and become a valued member of our team at Wilson Arts.



About Wilson:

Wilson, North Carolina, is a vibrant city with a rich history and a promising future. Situated in the eastern part of the state, Wilson is known for its strong sense of community, diverse cultural heritage, and thriving economy. The city has a blend of modern amenities and historic charm, evident in its well-preserved downtown area with brick-lined streets, cozy cafes, and locally-owned shops. The county's commitment to arts and culture is evident through its visual and performing arts scene and the Vollis Simpson Whirligig Park. With its friendly atmosphere, economic opportunities, and cultural richness, Wilson stands as a welcoming and dynamic place to live, work, and explore.

Salary Range Commensurate with Experience:

\$35,000 - \$45,000

To Apply:

Please send your resume along with a cover letter and references to Executive Director Cathy Hardison at cathy@wilsonarts.com. Deadline to apply is Wednesday, May 1, 2024 at 5:00 p.m.