

The CCPA/Wow Hall is looking to hire a Contractor as a part-time Booker

Work Period:

The CCPA anticipates needing this assistance until the end of the 2021 calendar year. The work will be compensated on an hourly basis and the position reports to the CCPA Board of Directors.

Description of Work:

- Monitoring the Booking and Administrative email accounts and responding to correspondence in a timely manner.
- Scheduling events at the WOW Hall and contracting with artists, agents and groups in accordance with CCPA/Wow Hall programming policy, and any guidance provided by the Officers of the Board or their designated agent.
- Maintaining a calendar of all events and coordinating activities and needs among involved staff.
- Creating ticket links and coordinating with publicity and artist's agents.
- Providing regular reports to the Interim Director or Executive Director, Board of Directors with an update of scheduled events, the viability of various proposed events and an adherence to programming diversity and financial stability.
- The compensation will be \$18/hr.
- The work will be limited to no more than 20 hours per week. Any hours above 20 per week must be approved by the CCPA Chair, Officers, and/or the Board of Directors.

Required and Desirable Qualifications:

- The contractor must be able to communicate with artists, their representatives, and community members via email and phone in a professional manner.
- The contractor must become familiar with various policies and practices of the CCPA that relate to the work of scheduling events at the facility.
- It is desirable for the contractor to have experience scheduling/booking performing arts events, community center activities, and/or other art venue scheduling.
- It is desirable for the contractor to have experience working within a non-profit environment.
- It is desirable for the contractor to have experience creating cost estimate sheets and writing contracts.
- It is desirable for the contractor to have experience maintain accounting logs for events.
- The contractor must possess their own Internet access, computer, software, and phone line for the work (access to the CCPA accounts necessary to do the work will be provided).
- The contractor must possess and be skilled with the use of software for creating reports and familiar with the use of Google Gmail and Google Workspace.

Please send a letter of interest and resume to applications@wowhall.org

The Community Center for the Performing Arts is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.