

BROADWAYCON WORKSHOPS COORDINATOR

The BroadwayCon Workshops Team reports directly to the Programming Director and serve in a cross-functional role as both the creative minds behind a programming track and the forward-facing representatives overseeing the application and admission processes.

Qualifications

- Strong written and oral communication, including via email
- Familiarity with master classes / workshops / performing arts training programs
- Familiarity with the Broadway community and the NYC metro area
- The ability to assess individuals' skill levels
- Excellent self-management skills and ability to work independently
- Excellent collaborative skills and ability to work as a member of a team
- Experience in customer service or otherwise serving as an organization's representative
- Previous experience vetting applications is a plus

Responsibilities

- Working with the BroadwayCon Content Team and Associate Programming Director to identify the Workshops curriculum for 2018
- Inviting, confirming, and communicating with teaching artists, including:
 - Collecting information necessary for payment
 - Identifying needs of individual classes (A/V equipment, pianos, etc.)
 - Confirming the application and acceptance process for each class
- Writing the Workshops application to make sure all necessary information has been requested
- Reviewing Workshop applications and notifying those accepted
- Working on-site to allow entrance to classes for only the students accepted, providing support to teaching artists, and collecting participation waivers
- Maintaining up-to-date tracking documents which clearly communicate progress
- Working with the BroadwayCon Programming Department to create a cohesive programming offering
 - Giving input on panels, speakers, and themes for programming if so desired

This is a volunteer position requiring approximately 1-4 hours of remote work per week until December 2017 and 8 hours of remote work per week in January 2018. This position will also require attendance at BroadwayCon 2018, from load-in on the day before the event begins through through load-out on the day the event ends.