



Community Programs Coordinator

Employment Status:	Regular Full-time
FLSA Status:	Non-exempt
Experience Required:	Two (2) years in community engagement, arts administration, event or program coordination, nonprofit programs, performing arts, venue-use coordination, or related field.
Minimum Education:	Bachelor's degree or equivalent work experience required.
Department:	Programs
Direct Supervisor:	Associate Director of Education & Community Programs
Supervisory Responsibility:	Day-of-program coordination and functional oversight of local artists, community partners, volunteers, interns, contractors, and assigned support personnel; no direct personnel supervision unless assigned.
Primary Work Location:	Theatre and office setting
Certification:	None
Pay Rate:	\$21.00 - \$25.00/hr, plus benefits

Job Description

The Community Programs Coordinator is a working, frontline coordination position responsible for supporting the planning, administration, delivery, and evaluation of Fox Tucson Theatre locally produced programs, community partnerships, civic and cultural activities, local artist initiatives, and mission-aligned venue-use opportunities. The role coordinates program logistics, partner communications, artist and organization support, internal planning processes, and day-of-program operations for programs taking place at the theatre and in community settings.

This position functions with independent judgment within established procedures, program goals, budgets, safety requirements, facility-use expectations, and organizational policies. The position works under the direction of the Associate Director of Education and Community Programs and collaborates with internal departments, local artists, and a range of external partners to ensure community programs are organized, accessible, mission-aligned, financially responsible, and delivered with a high level of service.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, with other duties as assigned.

Community Program Delivery & Day-of-Program Coordination

- Support the development and coordinate/support/lead the delivery of community programs including Fox produced events, classic film activities, and added-value activities, civic and cultural activities, community partner produced programs and initiatives, local artist initiatives, and mission-aligned venue use projects at the theatre and in community settings.
- Assist with the research and curation of local programmatic elements, including potential community partners, local artists, cultural organizations, civic groups, neighborhood connections, and partnership opportunities.
- Coordinate information and communication of program needs, including partner resources, hospitality and production needs, schedule, and overall event information to ensure all internal and external collaborators are fully informed, and programs are prepared, organized, and efficient.
- Serve as main point of contact for partner use inquiries, basic venue-use information, program-fit screening, scheduling conversations, and follow-up communications in alignment with established policies, priorities of use, rates, and approval processes.
- Model professionalism, inclusion, responsiveness, and exceptional customer service when working with local artists and partners of all kinds, helping to cultivate positive relationships.
- Respond promptly and professionally to program needs, service issues, schedule changes, access questions, and partner or participant concerns, escalating safety, security, personnel, budget, contract, or policy matters as required.

Administrative, Communications & Cross-Department Support

- Serve as primary administrator for community program activities, including contract management, settlement, partner communications, inquiry tracking, reservations, venue-use documentation, calendar holds, event files, insurance or compliance documentation, surveys, and data tracking.
- Maintain accurate program calendars, records, attendance or participation information, partner communications, supply inventories, event notes, revenue and expense support materials, and outcome documentation.
- Interface with Fox internal teams to support ticketing, payments, reservations, invoicing, settlement information, production, promotional needs, sponsorship or grant documentation, and related follow-up.
- Support marketing and outreach efforts by helping create local program content, identifying grassroots communication opportunities, sharing accurate program

information with constituents and partners, and supporting visibility for community-serving uses of the Fox.

- Prepare and communicate program-specific plans, assignments, schedules, partner needs, logistical information, and cross-department updates to staff, local artists, community partners, contractors, and collaborators.
- Attend meetings, planning sessions, trainings, including some offsite meetings, and program debriefs as assigned to support successful program delivery and shared organizational understanding.

Operational Readiness, Compliance & Program Support

- Assist with maintaining current community program procedures, partner guidelines, venue-use materials, safety information, access instructions, compliance checklists, and participant-facing resources.
- Complete required documentation accurately and on time, including event files, partner notes, surveys, operational notes, settlement support materials, and program summaries.
- Support grant, sponsorship, revenue, and reporting needs by maintaining accurate participation data, partner feedback, program documentation, financial information, and outcome information as assigned.
- Exercise sound judgment in real-time situations and escalate safety, security, personnel, budget, contract, revenue, facility, or policy exceptions to supervisor or other appropriate leadership.
- Maintain professional boundaries and refer HR-related matters, complaints, discipline, attendance issues, or sensitive personnel concerns to department leadership and Human Resources.

These duties are representative but not all-inclusive. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Minimum two (2) years of experience in performing arts, arts program coordination, community engagement, arts administration, or related field preferred.
- Enthusiasm for performing arts and/or community engagement.
- Demonstrated ability to coordinate logistics and support program operations within established procedures and expectations.
- Ability to work with artists, volunteers, and community members of varied backgrounds and abilities.

- Highly organized, detail-oriented, and able to manage multiple priorities in real-time program environments.
- Excellent interpersonal, written, and spoken communication skills; calm, service-oriented demeanor.
- Ability to work independently and collaboratively as part of a cross-departmental team.
- Proficient with Microsoft Office Suite required; experience with database, ticketing, or survey software strongly preferred.
- Comfortable operating with accountability and initiative within defined authority and escalation protocols.
- Evening, weekend, and irregular hours required for program implementation.
- Ability to lift and carry program supplies and materials up to 25 lbs. occasionally; frequent standing, walking, bending, and stair climbing may be required.

Success Attributes

Organized coordinator; community-minded program support professional; collaborative communicator; calm problem solver; detail-oriented administrator; inclusive facilitator; relationship builder; mission-focused and customer-service oriented.

This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Duties may change at any time without notice.

Employment is at will.