



JOB DESCRIPTION

Part-time Production Coordinator

Dates of Hire: Sept 5, 2023 - June 9, 2024(school year)

Part-time position: \$40 per hour or approx. \$1600/month

Average work week: 10 hours per week with additional hours necessitated by the performance schedule

Please Note: Must be available Thurs eve. and Sun aft. and for all performances

Work Schedule: 15 weeks Sept.5 - Dec.23rd and 20 weeks Jan 8 - June 9th

5 Weeks Unpaid Time-Off : Thanksgiving, Christmas, New Years, Spring Break, Easter
Reports to: Founder and Artistic Director

Performing at community and city-wide events with a reach of over 20,000 Houstonians annually, **Segundo Barrio Children's Chorus'** ensemble of children aged 8-13, *Los Jovenes Cantantes*, and all our ensembles, seek a seasoned production coordinator, who can serve as the on-site and advance operations liaison for all rehearsals and performances.

Job Duties:

- Manage onsite logistics and operations for all Segundo Barrio Children's Chorus ensembles, with a special focus on the performing ensemble, "Jóvenes Cantantes."
- Serve as principal contact for the venues, going on site-visits and working with audio/visual contractors of the event and/or SBCC sound engineer to ensure all necessary equipment arrives and is in working order in advance of on-site rehearsals and performances.
- Arrive 1 hour before students to ensure proper set-up of rehearsal rooms and performance spaces.
- Coordinate and manage parent volunteers to help with food distribution, costume fittings, drop off, and pick up, etc., during rehearsals and performances.
- Last person to leave rehearsals to ensure proper clean-up, and storage of SBCC assets at headquarters.
- Work with parent liaison, teachers, and artistic director to best utilize parent and outside volunteers, as well as board members to ensure proper delegation of duties. The organization boasts a grassroots founding and following, and there are plenty of folks who want to help and can be put to good use.

Interested parties should send short introductory email with Resume attached to info@segundobarriocc.org