



San Diego Pride

Job Description – Entertainment Coordinator

Job Title: Entertainment Coordinator
Reports to: Director of Entertainment
FLSA Status: Nonexempt
Position Type: Seasonal/hourly
Location: San Diego – Non remote

Pay: \$25/hr.
Benefits: Paid sick leave
Schedule: 20 hrs./week
16-week seasonal position

Summary

Under the general direction of the Director of Entertainment, the Entertainment Coordinator is responsible for supporting and coordinating all aspects involved with talent booking for the San Diego Pride Festival and signature events. The entertainment coordinator will manage all aspects of entertainment booking: budgets, scheduling, contracts, promotion, daily administration and marketing.

Essential Duties & Responsibilities

1. Provide administration support and assistance to the Entertainment Director, marketing team, and programs on all festival and signature concert bookings and requests.
2. Assist curating eclectic show lineups.
3. Day-to-day administrative tasks include but are not limited to, drafting entertainment contracts, advancing shows with artist's management, contracted artists, and advancing with the San Diego Pride marketing team on deliverables for artists' collateral and assets, proof reading grids and set times.
4. Develop new and maintain venue relationships.
5. Maintain and organize department files such as contracts, agreements, and payments.
6. Study current and projected industry trends to identify emerging artists and opportunities for future artist performances.
7. Partner with the Director of Finance and Operations to develop a strategic plan for tracking payments made for the day of festival settlements.
8. Field and make calls for Talent Buyer and follow up with correspondence as needed.
9. As needed, attend organization events and meetings both on and off-site.
10. Assist with other duties as assigned.

Required Knowledge, Skills, and Experience

- **Education:** A degree in a related field is preferred; however, any combination of experience, education, and training that would provide the equivalent knowledge and abilities may be considered.
- **Experience:** Minimum of one year of experience in entertainment management.
- Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.
- Employees working with San Diego Pride must be able to pass a background check, conducted by San Diego Pride prior to the offering of employment.

Minimum Qualifications

- Ability to communicate effectively in English in both oral and written formats.
- Working knowledge of computers and related software (Excel, Word, DropBox, AirTable, and databases)
- Strong knowledge of Adobe Creative Suite (Photoshop, Illustrator, and Canva preferred).
- Possess strong written and verbal communication skills.
- An ability to accurately prioritize tasks, remain organized and produce error-free work products in a fast-paced, high-volume environment.
- Ability to work in an environment with considerable noise and interruptions. Must be able to change activity frequently without adversely affecting work quality.
- Commitment to the mission of San Diego Pride, to foster pride, equality, and respect for all lesbian, gay, bisexual, and transgender communities locally, nationally, and globally.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee will frequently lift up to 50 pounds. The employee may be required to travel for a variety of work functions such as providing training and attending off-site meetings.

Work Environment

All employees and volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all factions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and any other members of our community. The work environment will be occasionally noisy and will occasionally involve outdoor elements. Must be able to tolerate loud noise levels and a busy environment. Must be willing to work during the evening, weekend hours and travel to events as required. Please note, time off during June and July will not be approved.

To Apply

Send a resume AND cover letter to Careers@sdpride.org. No phone calls, social media messages, or office visits, please.

**** San Diego Pride is an equal opportunity employer****