



# Sacramento LGBT Community Center

## Sacramento Pride March & Festival

### Pride Committee Description



<b>Job title: ENTERTAINMENT COORDINATOR</b>		<b>Management Level: GRADE 2 - MIDDLE</b>	
<b>Reports to: FESTIVAL DIRECTOR / AFD</b>		<b>Reporting: NONE</b>	
<input type="checkbox"/> Full-time		<input checked="" type="checkbox"/> Volunteer Position	
<input checked="" type="checkbox"/> Part-time		<input type="checkbox"/> Paid Position	

**Essential Duties and Responsibilities:**

The Entertainment Coordinator will research, audition, vet and contract the talent for SacPride's stages. The Entertainer Coordinator will organize meetings along entertainment leads and will be responsible for maintaining artist contacts spreadsheets and calendars for SacPride. The Entertainment Coordinator will lead the coordination of all stage needs for all artists on all stages as well as tech rider agreements.

**Must be available the Friday to Sunday of SacPride**

Additional duties include becoming familiar with Festival and Event operations, needs, timelines, etc. Direct contact with entertainer agencies and work with entertainers, managers and communicate technical needs to audio visual team. Help generate promotions and marketing initiative ideas on entertainment, logistics and production of festival. Work with artists to ensure day of stage management is smooth. Completion of tech riders demands and negotiate counter-offers as needed. Create entertainment line-up and contract out talent. Attend monthly planning meetings. Oversee Stage Management for all stages. Monitors event logistics in order to ensure that all entertainment elements are in compliance with the rules and regulations set forth by either performer's SOP's or vendor's contracts, and are set as requested by the client. Manage hospitality of all entertainers, specifically large headliners. Oversee misc. event operations as needed, including but not limited to checking in artists, hospitality, RV maintenance etc.

- Education and/or Work Experience Requirements:**
- Excellent verbal and written communication skills, including ability to effectively communicate with internal/external customers
  - Basic computer proficiency (MS Office – Word, Excel and Outlook)
  - Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer/contractor service
  - Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
  - High school diploma or GED required, as well as previous experience in production or stage management
  - **Must be 21 in age or over**
  - Knowledge of stagecraft, basic audio and lighting design terms, and confidence in decision making, problem solving and conflict resolution
  - Understanding of LGBT, social justice and civil rights policy issues preferred

- Physical Requirements:**
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
  - Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
  - Must be able to lift and carry up to 50 lbs
  - Must be able to speak, read and write English proficiently
  - This event is held during the beginning of summer and may require operating in summer weather conditions
  - The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ+ community. Understanding of and adhering to this mission is the guiding principle behind all the work and duties described within