



**Theater Administration Coordinator
2024-2025**

Department: Operations
Job Title: Theater Administration Coordinator
Reports to: Director of Operations
Type of Position: Full-Time, On-site / some nights + weekends based on performance & event schedule

HARRIS THEATER MISSION

The Joan W. and Irving B. Harris Theater for Music and Dance is Chicago’s primary residence for music and dance, connecting diverse audiences with outstanding artists from across the city, the nation, and the world.

GENERAL DESCRIPTION

The Theater Administration Coordinator is a full-time position reporting to the Director of Operations at the Harris Theater, 1,499-seat auditorium hosting local, national, and international companies and artists. This role works closely with various departments at the Harris Theater including but not limited to Production, Facilities, and Security.

Primary responsibilities include coordinating the day-to-day operations of the building. This position will provide operational support onsite for designated performances and events but primarily be present onsite during regular business hours (Monday-Friday 9am-5pm).

DUTIES AND RESPONSIBILITIES

Daily Onsite Coordination

- Oversee the delivery and distribution of mail and organization of the mail room
- Serve as the point of contact for vendor arrival and deliveries tied to lobby activation and special events.
- Ensure Daily Facility Notes, contacts, and event descriptions are up to date and accurate in Venue Ops (event management software)
- Update and help maintain the inventory of office supplies, concessions items, radios, and locker keys
- Serve as the main contact for program booklet deliveries and marketing collateral, ensuring marketing racks are kept up to date
- Create Front of House floor plans for all events and upload them to Venue Ops; work with Concession + Special Events manager for floor plans tied to conferences and other events that might have extensive lobby set ups
- Provide Harris Theater Security Desk/Stage Door coverage as needed and other duties as assigned

Communication

- Responsible for communicating our performance calendar and building closure schedule to tenants, volunteers, local organizations, and regular vendors
- Ensure internal building signage is accurate and up to date throughout the facility such as directional signage, special event signage, and resetting building signage to general standards post event
- Manage the Lost + Found inventory and other items/equipment left in the building by renters, resident companies, and vendors
- Participate in Weekly Onsite, Weekly Ops, IT Taskforce, and monthly staff meetings
- Schedule and participate in Front of House/Operations/Production Meetings with all upcoming renters and resident companies and take notes to share out
- Send Weekly Summer Usage email communication to Pritzker programming coordinators
- Ensure backstage lists are communicated to Security and onsite staff
- Receive internal meeting request and coordinate setup needs and enter details into Venue Ops

Event Support

- Provide onsite support to Front of House, Concessions, and Special Events for designated Harris Theater Presents Receptions throughout the season and with specific rental events. This may include but is not limited to vendor, merchandise and catering set up.
- Enter staffing assignments into Venue Ops for all upcoming events as assigned
- Coordinate the ordering and/or scheduling of regular services tied to events such as meals for IATSE Crew and piano tunings

EXPECTATIONS AND EXPERIENCE

As a member of the Theater team, the Theater Administration Coordinator is expected to:

- Uphold the Harris Theater's mission to be a home for music and dance, and embody organizational core values of artistic integrity, collaboration, belonging, and respect.
- Be onsite for or attend performances/events as required for your role and includes nights, weekends and possibly holidays.
- Participate in organizational and regular team meetings, share ideas, and communicate openly with peers and supervisor about questions, challenges, and successes.
- Participates in cross-departmental working groups relevant to the role.
- Have the ability to lift up to 25 pounds and perform manual labor tasks such as carrying boxes, loading and unloading merchandise, pushing carts, etc.
- Support the organization's diversity, equity, inclusion, access, and belonging (D.E.I.A.B.) efforts.
- Maintain professional conduct and represent the Harris Theater positively in all interactions with artists, renters, partner organizations, donors, vendors, volunteers, and patrons.
- Create and maintain a positive and safe work environment for all members of the operations team and Harris Theater staff.

The ideal candidate will have:

- Experience or demonstrated interest in the arts administration, event support, and customer service
- Ability to work independently and collaboratively to support the needs of the theater
- Eye for organization and strong written and verbal communication skills

- Ability to maintain a positive work atmosphere with a variety of teams and artists with diverse backgrounds.
- A sense of humor and the ability to pivot when needed
- The ability to prioritize, manage multiple projects simultaneously, and maintain focus in a fast-paced environment.
- Experience with Microsoft Office suite (Outlook, Word, and Excel)

SALARY RANGE AND INSTRUCTIONS TO APPLY

The salary range for this position is \$42,000-\$48,000 per year plus benefits package. Please submit a cover letter and resume to jobs@harristheaterchicago.org. No phone calls please.

The Harris Theater is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, veteran, national origin, or disability status or any protected characteristic as outlined by federal, state, and local laws.