



## **School of Acrobatics & New Circus Arts (SANCA)**

### **Private Party Coordinator Position Description**

The Private Party Coordinator (PPC) is a member of the Lead Staff at SANCA, reports to the Program Director and acts as point of contact representing SANCA to local businesses and groups traveling to SANCA for private circus parties and/or team-building events.

The PPC position is currently part time and averages 5 administrative hours per week to be covered at SANCA, in addition to coaching. This position is also expected to act as lead coach for all private parties. The number of coaching hours will vary depending on event bookings. Must be available for special events and training. Work hours may be increased by teaching additional classes at SANCA as approved by the Program Director.

#### **Administrative**

- Contact local businesses and answer inquiries for Private Party/Corporate Events
- Manage contracts, invoices and payments
- Maintain records of all groups
- Update pricing annually based on expenses and competition with approval of Operations Manager
- Create promotional material (with OM & Graphic Designer)
- Follow up with every group and solicit feedback. Perhaps create a short survey
- Obtain waivers for each group
- Arrange class schedule
- Maintain stock of birthday equipment

#### **Managerial**

- Select appropriate curriculum for each group
- Find instructors for the classes. Teach classes if necessary
- Make sure staff marks hours appropriately on timesheet for tracking purposes
- Make sure needs of group are known to staff
- Communicate with Program Director and Registrar about availability of space and staff

#### **Check list for scheduling events**

- Contract
- Waiver
- Invoice for deposit (due within week to reserve space & time)
- Invoice for final payment
- Schedule time and find staff
- Make general outline of circus and flying trapeze time
- Notify Flying trapeze Director who finds flying trapeze staff (minimum 2 weeks)
- Make sure every group has a greeter and point person while at SANCA
- Follow-up

#### **Skills**

- Must be an approved instructor at SANCA
- Proficient in basic computer applications, such as word processing, spreadsheets, and Internet usage
- Ability to maintain accurate records
- Organization and planning skills
- Demonstrate capability to conduct one's self in a calm and professional demeanor at all times
- Effective communication skills
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions