

## **Wells Fargo Center for the Arts Job Description**

**Job Title:** Programming Assistant  
**Department:** Programming  
**Reports To:** Director of Programming  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 11/12/12  
**Approved Date:** 11/13/12

### **Summary:**

Provides administrative support for the Director of Programming (DOP)

**Primary Responsibilities** include the following. Other duties may be assigned.

### **Updates calendars including artist holds and available dates**

- Ensures accuracy in Artifax and assist with managing holds in Artifax
- Updates hard copy calendar to reflect facility-wide activity
- Provides avails to agents as requested by DOP
- Maintains Excel Spreadsheet of Programming Department holds

### **Processes contracts for all Programming**

- Processes and tracks contracts and riders in a timely manner working with the Programming team and Production manager
- Provides weekly updates to Director of Programming on status of contracts
- Processes artist payments. Informs artists of and assists Finance in gathering paperwork for the California State Tax Board regulations. Works with Finance to fulfill payment terms.

### **Assists the Director of Programming with a variety of research, tracking, and budgeting tools including:**

- Running Pollstar reports, researching potential acts, and collecting data such as average ticket prices, recent tour histories, etc. Provides ticket counts daily/weekly to agencies if needed (typically the Box Office manages)
- Assists DOP with fan club tickets
- Assists DOP with Meet & Greet details such as emailing patrons their pictures
- Updates and maintains program sales history
- Updates and maintains booking worksheet
- Reviews show reconciliations for accuracy
- Assists in creating and tracking evaluations and surveys as needed.

### **Manages show files for Programming:**

- Ensures files are complete, accurate, organized i.e., contracts, correspondence, payment and tax information, ticketing, Box Office reports, marketing plans, reconciliations and production sheets.

### **Provides all levels of administrative support for the Director of Programming:**

- General administrative duties including conference travel arrangements and calendar management, processing invoices, expense reports, green sheets, general filing, etc.

- Supports with handling phone, faxes, and artist research
- Schedules meetings and takes notes as needed
- Processes FedEx and UPS shipments
- Covering the front desk as needed.

**Education and/or Experience**

Associate's degree (A. A.) from two-year college or technical school; or three to five years related experience and/or training; or equivalent combination of education and experience.

**Computer Skills**

To perform this job successfully, an individual should be proficient in Microsoft Office, Artifax, Tessitura/ProVenue.

**Other Skills and Abilities**

- Strong and precise attention to detail and follow through
- Strong multi-tasking skills
- Ability to deal with last-minute deadlines
- Motivated self-starter
- Team player and can-do attitude
- Strong organizational skills
- Ability to take direction and be proactive
- 50 wpm typing
- Professional demeanor on the phone
- Ability to handle high call volume for DOP

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The Wells Fargo Center for the Arts is committed to creating a diverse work environment and is proud to be an equal opportunity employer.

**To apply:**

Send cover letter and resume to [julieb@wellsfargocenterarts.org](mailto:julieb@wellsfargocenterarts.org)