

Job Announcement

Position Title: Music Production Coordinator
Reports to: Director of Creative Placemaking
Work Schedule: 20 hours/week
Location: Downtown Orlando, FL
Position Status: Part -Time
Hourly Wage: \$24/hour



United Arts of Central Florida is seeking a skilled, organized individual to join our team as a Part-Time Music Production Coordinator reporting to the Creative Placemaking Director. This role is pivotal in supporting and coordinating arts activation in public spaces in Downtown Orlando. The ideal candidate will be musically inclined, detail-oriented, and possess excellent organizational skills to ensure the seamless execution of our performance-related initiatives. If you are passionate about the power of music to create a welcoming and vibrant community and possess the necessary skills to excel in this role, we encourage you to apply and be part of our dynamic team.

Responsibilities:

- Coordinate and manage music production operations, ensuring all activities align with the organizational goals and timelines.
- Liaise with performers, musicians, and artists in Downtown Orlando to facilitate their participation in our events and initiatives.
- Assist in the planning and execution of arts-related events, including concerts, performances, and artist activations in the downtown area.
- Maintain communication channels with performers and artists to provide necessary information, updates, and support.
- Collaborate with Creative Placemaking Director to ensure the availability of required resources and logistical support for music production activities.
- Support the development and implementation of strategies to enhance the music scene and cultural vibrancy in Downtown Orlando.
- Stay updated on industry trends and best practices in music production to contribute innovative ideas and solutions.
- Any other duties requested by the Creative Placemaking Director that aligns with the Mission and Vision of United Arts of Central Florida.

Qualifications:

- Previous experience in music production, event coordination, or related fields preferred.
- Strong organizational skills with the ability to multitask and prioritize tasks effectively.
- Excellent communication and interpersonal skills to interact with performers, artists, and internal stakeholders.
- Musically inclined with a passion for supporting local talent and arts initiatives
- Familiarity with the Downtown Orlando music scene and its key stakeholders is advantageous.
- Proficiency in Microsoft Office suite and other relevant software applications
- Ability to work flexible hours, including evenings and weekends, to support event activities as needed.
- Able to travel to, in and around downtown Orlando.
- Must be able to lift 30 lbs.

To Apply

Please send your resume and a cover letter describing your experience as it relates to the requirements of this position and why you are interested to audra@UnitedArtsCFL.org with Music Production Coordinator in the subject line.

Not sure you meet 100% of our qualifications? Research shows that men apply for jobs when they fulfill an average of 60% of the criteria. Yet, women, BIPOC, ALAANA, diverse lifestyle identifying individuals, and populations who are systematically marginalized tend only to apply if they meet every requirement. We encourage you to apply if you believe you can excel in this role.

United Arts' is an equal-opportunity employer committed to maintaining a drug-free, smoke-free working environment.

Diversity, Equity, Inclusion and Accessibility

United Arts' vision is to increase access to the arts for all people of Central Florida. To achieve this vision, we have established a set of strategic goals that include a commitment to be more intentional about diversity, equity, inclusion, and accessibility in everything we do.

In compliance with the Americans with Disabilities Act, United Arts will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.