

Music Program Operations Coordinator

- Work Schedule: 30 hours/week
- Position Status: Limited Term, January 2026 – May 2026
- Compensation: \$24-\$27/hr., Non-Exempt
- Reports To: Creative Placemaking Director



About the Role

This role supports the execution of music programming across all Creative Placemaking initiatives, including DTOLive and Universal CityWalk. The position focuses on booking, scheduling, onboarding, promotion setup, and operational continuity for live music programs.

Key Skills

- **Tech Comfort:** Proficiency with calendar tools, spreadsheets, and booking systems
- **Organizational Excellence:** Ability to manage multiple calendars and deadlines simultaneously
- **Communication:** Clear, professional communication via email and phone with performers and partners
- **Problem-Solving:** Ability to think on your feet and troubleshoot day-of logistics and scheduling conflicts
- **Attention to Detail:** Accuracy in scheduling, data entry, and documentation
- **Customer Service Orientation:** Friendly and responsive approach with artists and partners

Primary Responsibilities

- Book and schedule performances across DTOLive! programs and Universal CityWalk via Gigwell
- Onboard new performers into Gigwell and operational processes
- Coordinate day-of music operations and troubleshoot issues as they arise. Including the proper escalation of artist, partner, and safety concerns. Decision-making authority is limited to the production of performances
- Collect and organize promotional materials (bios, headshots, genres, links)
- Support promotional setup for new performers in alignment with City and United Arts requirements
- Maintain and update music-related operations manuals and documentation
- Manage artist communications via email and phone
- Provide attendance and booking data for reporting and finance processes

Position Scope

This position does not:

- Set program strategy or curate calendars – decision making is limited to crafting recommendations for approval by the Creative Placemaking Director
- Lead partnerships or negotiate contracts
- Manage visual arts programs

Qualifications

- 2–3 years of scheduling, event coordination, or admin support preferred
- Familiarity with the Central Florida music community is a plus
- Valid driver's license and reliable transportation
- Available to work a flexible schedule that includes weekends and evenings

How to Apply

- Send resume/CV and answers to questions below to Outreach@UnitedArtsCFL.org. Please include Music Operations Coordinator in the subject line.
 - Are you available for a flexible schedule, including nights/weekends? Yes or No
 - Do you have reliable transportation? Yes or No
 - Describe experience managing calendars for multiple events. (Short Answer 1 – 2 sentences)

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