



CITY OF *Sumter*
SOUTH CAROLINA

VACANT POSITION

Theatre Service Coordinator
Sumter Opera House

Job Purpose: Assists the Cultural Manager in overall planning, organizing, and implementing events and programs at the Sumter Opera House (SOH) and City of Sumter. Provides support to renters and other venue users as needed. Manages the SOH box office and trains future part-time and full-time staff to support demand. Will be required to work with autonomy and the ability to resolve problems and the temperament to handle complex situations. Work requires a significant amount of public contact with a strong focus on customer service and hospitality. Must be willing to work nights and weekends. All work will be performed under the general direction of the Cultural Manager.

Minimum Qualifications: Bachelor's Degree with 3-5 years event based or theatrical experience; or any equivalent combination of education, training and experience. Must be customer service orientated and possess the ability to work in a fast-paced environment. Applicant must possess excellent written and verbal communication skills to include excellent computer and typing skills, presentation, layout, Microsoft Office (Word, Excel, Publisher & Outlook).

Deadline to Apply: **Open until filled**
Apply online at www.sumtersc.gov or
mail resume with cover letter along with application to:
City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer. This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available on the job description.