

Main Street WOOSTER

Concert Series Coordinator Job Description

The Concert Series Coordinator is responsible for ensuring the successful planning, promotion, and execution of Main Street Wooster's *Main Street Music* and *Farmers Market Music* series, while upholding the organization's mission to create a vibrant downtown environment. This position plays a key role in bringing live music, community connection, and energy to downtown Wooster.

This role offers the opportunity to bring live music and energy to downtown Wooster—creating shared experiences that connect residents, visitors, and local businesses. The Concert Series Coordinator helps shape one of the most visible and joyful parts of Main Street Wooster's mission: turning downtown into a stage for community life.

Position Details:

- Seasonal part-time hybrid position, February through late September, evenings and weekends required.
- Estimated average of 4.5 hours per week over 33 weeks
- Monthly wage starting at \$425.
- Reports to Executive Director and collaborates with Project Manager.

Skills required:

- Strong organizational, budgeting, and record-keeping abilities
- Excellent communication and problem-solving skills
- Self-motivated and able to work independently
- Experience in marketing and digital content creation (social media, photography, Canva or similar tools)
- Proficiency with Microsoft Office, Facebook, and Instagram
- Passion for live music, community engagement, and Main Street Wooster's mission

Physical requirements:

- Ability to lift and carry up to 50 lbs and perform light setup tasks such as moving signage or small equipment
- Ability to stand or walk for up to one hour during events
- Comfortable working outdoors in variable weather conditions and in environments with live-music noise levels

Main Street WOOSTER

Other requirements:

- Valid driver's license and reliable transportation
- Access to a computer or tablet for communications and marketing work
- Cell phone usable during event preparation, performances, and closing

PRE-SEASON DELIVERABLES: FEBRUARY - APRIL

Performer Recruitment, Scheduling & Promotional Materials

- Create a Call for Musicians for the upcoming music series; publicize to previous performers and on social media. Monitor social media posts and respond where appropriate.
- Review applications and schedule performances that are within the budget provided and appropriate for Main Street Music and Farmers Market. Confer with Executive Director as needed to keep the styles and variety aligned with the organization's mission.
- Live music for the Farmers Market is scheduled for each Saturday from 9 – 11 a.m. (21 performances to be managed on-site by Farmers Market Coordinator).
- Live music for Main Street Music is scheduled for most Thursdays, Fridays, and Saturdays from 6 – 8 p.m. (48 performances to be managed on-site by Concert Series Coordinator)
- Onboard the selected performers and obtain completed documentation from artists as needed.
- Create promotional content for each scheduled performer that can be plugged into marketing during the season (e.g. photo, name of band, what the audience can look forward to experiencing)
- Promote the concert calendar on free online platforms in the region. Recommend additional marketing as appropriate.

CONCERT SERIES OPERATIONS: May - September

Operations, Marketing & Engagement

- Prepare marketing materials promoting each week's performers, including content for social media, e-newsletter, and other free platforms.
- Ensure that venue is clean and ready for the performance, signage is displayed, and performer is paid at each concert.
- Adjust schedule and find substitute performers as needed for the continuity of the program.
- Handle musician and community concerns professionally and involve the Executive Director as needed.

Main Street WOOSTER

- Take occasional photos and/or videos to promote the attraction through social media and other platforms.
- Monitor social media posts and respond where appropriate.
- Engage with attendees and performers regularly to gather feedback and ideas for improvement.
- General troubleshooting to ensure musicians have resources needed and that the public has a safe and enjoyable experience.

Reporting & Administration

- Communicate weekly with the Executive Director regarding musician payments (typically by Tuesday for the upcoming performances)
- Track estimated hours and provide regular updates to Executive Director
- Perform other duties as assigned to support ensure the successful execution of the free concert series.

**TO APPLY: Email a cover letter, resume, and references to
Shannon@MainStreetWooster.org**