Sheldon Arts Foundation
Programming Assistant
Job Description

Position Title: Programming Assistant
Reporting to: Laurel Wacyk, Director of Education and Engagement

The Programming Assistant plays an important role at The Sheldon as a part of the Programming Team, whose work is essential to the quality of art and music engagement opportunities for visitors at The Sheldon. The Programming Assistant will have primary responsibilities: managing The All-Star Chorus program, coordinating volunteer ushers, and assist with staffing our gallery. As a member of the Programming Team, the Programming Assistant will work with Education, Gallery, and Events staff to execute the amazing programs that help The Sheldon to fulfill its mission.

About the Sheldon

The Sheldon is a nonprofit organization which presents concerts by the world's greatest artists in its historic Sheldon Concert Hall, quality visual art exhibits in its adjacent Art Galleries and important education programs that change the lives of thousands of children in the St. Louis community and beyond. The Sheldon hosts over 350 events per year and welcomes over 100,000 visitors.

Built in 1912 as the Ethical Society of St. Louis, The Sheldon consists of a 700-seat concert hall, a 300-seat ballroom, a 500-seat banquet room and a 7,000 square foot art gallery. With a committed board of directors, The Sheldon has positioned itself as a financially stable artistic gem in the heart of St. Louis' Grand Center Arts District.

ROLES AND RESPONSIBILITIES

The All-Star Chorus is made up of 30 high school students from across St. Louis. The chorus meets every Monday evening during the school year, and The Sheldon provides dinner and transportation each week. The Programming Assistant manages logistics for the program including supervising dinner and rehearsal and takes the direction of the Artistic Director in supporting the rehearsal.

Related Responsibilities
- Uniforms Management (coordinating student selection, ordering, scheduling of tailor for measuring and alterations, collection, and facilitate cleaning).
- Order weekly meals and follow up with all deliveries.
- Tracking voice lesson and ensemble attendance.

- Maintaining a sheet music library and inventory
- Clear communication with students + parents.
- Ordering taxis and all communications around transportation.
- Set-up and tear-down all spaces used for private lessons and rehearsal spaces, including locking up with the security guard at the end of rehearsal.
- Supervision of students before, during, and after rehearsal.

The Programming Assistant is responsible for the daily logistics of The Sheldon Volunteer Program, working closely with the Events team and Lead Volunteer Assistant to organize a pool of 80 active volunteers as ushers for concerts and assistance with other tasks.

Related responsibilities
- Manage and maintain volunteer opportunities and scheduling in VolunteerMark
- Communicate with volunteers by sending out all pre-show communications and create and send monthly newsletters.
- Maintain and update handbook for both volunteers and Lead Ushers.
- Supporting volunteer ushers by creating sign-in sheets, upkeep name badges, flashlights and other needs for ushers.
- Work collaboratively with Lead Volunteer Assistant, as they assign all Lead Ushers, help with communications regarding cancelations or changes, entering hours from time sheets into VolunteerMark and setting up shadowing opportunities for new ushers

The Programming Assistant supports gallery programs by staffing the gallery desk during assigned hours, and assisting with tours and gallery activities.

Related responsibilities
- Be a welcoming presence to gallery visitors, answering questions and giving direction during select gallery hours.
- Under the supervision of the Gallery Director, assist with tours and activities in the gallery.

The Programming Assistant is a member of the Programming Team and plays an important role in executing a variety of other projects and events at The Sheldon and in the St. Louis Community. The ideal candidate is a detail-oriented, highly-organized, responsible people-person. They are a clear and tactful communicator in written and verbal communications, welcoming and diplomatic. The ideal candidate has leadership skills, and is able to anticipate and prevent problems. No music or art experience is required, but it is a plus.

REQUIREMENTS
- Basic computer literacy, including email, Microsoft Office (Excel, Word) and readiness to learn new software
- Strong inter-personal skills with the ability to communicate effectively with multiple personality types, sensitivities, and cultural backgrounds.
- Fluent in English
- Team-oriented, but individually motivated
- Clean background check (Position works with children)
- Able to lift and carry up to 30 pounds
- Able climb and navigate stairs
- Able to attend Monday evening rehearsals of the All-Star Chorus during the school year.

TERMS OF EMPLOYMENT
- 35-hour work week includes frequent nights and weekends. Competitive benefits package includes health insurance, retirement match and paid time off.
- This position is salaried.
- The Sheldon is an equal opportunity employer. People of Color, individuals with disabilities, members of the LGBTQIA+ community and veterans are encouraged to apply.

HOW TO APPLY
Interested candidates are invited to submit their resume and cover letter to lwacyk@thesheldon.org with the subject line "Programming Assistant - [Your Name]."

Please no telephone inquiries.