



CITY OF UVALDE

Uvalde, Texas

P.O. Box 799, 78802-0799
(830) 278-3315
FAX: (830) 278-2234

Job Notice:

The City of Uvalde is currently accepting Applications for the following position:

Job title: **Communications Coordinator**
Department: Opera House
Closing Date: Friday, May 31, 2019
Job Type: Full Time
Starting Salary: \$13.50 hourly / \$28,080.00 annually
Hours: 8:00 a.m. - 5:00 p.m., Monday – Friday
(Some Evenings and Weekends will be required)

Main Areas of responsibility

Under supervision of the Theatre Manager, the Communications Officer will be in charge of the Box Office and Front of House for all shows at the Opera House. The Communications Officer will coordinate volunteers to staff each event and be on hand to sell tickets. The Officer will also be responsible for writing press releases, promoting events online and contacting media to market all shows. In addition, they will also manage the website and merchandise sales. This role also involves an active community presence and the promotion of tourism in Uvalde specifically to the Uvalde Grand Opera House. This role will develop as the organization grows and may take on different responsibilities with time. As a part of a small team, this post will include some physical work such as occasional set movement. You are required to be present for all events and shows. The candidate must be able to lift 50lbs.

Other responsibilities include

- Assistant producing Opera House Productions
- Supervising facility rentals
- Additional responsibilities as needed
- Light maintenance as required

Preferred Qualifications

- Experience preferred, but not required
- Bachelor's degree preferred, but not required
- Excellent Verbal Communication skills
- Knowledge of events management and theatre arts.
- Communication skills specifically to work with local media, officials, arts patrons and groups.
- Ability to write promotional articles to the media, social network sites and other areas of interest.
- Ability to operate computer and other office equipment especially in regards to the website.
- Ability to communicate with a wide variety of people.
- Assist with other clerical positions when needed.
- Writing skills to prepare reports
- Prefer ability to speak English and Spanish
- Ability to be flexible

For more information contact:

Larissa Rodriguez, Director of Human Resources
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(830) 278-3315 ext. 122 | (830) 275-4964 fax
lrodriguez@uvaldetx.gov *or* employment@uvaldetx.gov
<http://uvaldetx.com/content/employment>

Additional Qualifications:

Qualifications include the following: Must possess a valid Texas Driver's License. All applicants will be required to pass the pre-employment testing and background check to the satisfaction of the City. Pre-employment drug testing and background check consisting of employment history, professional references, criminal check and educational verification (i.e., degree, license, and/or official transcript) will be conducted. **Please submit a writing sample with your application.**

The City of Uvalde is an Equal Opportunity Employer.