

BLACKFOOT SCHOOL DISTRICT NO. 55
270 East Bridge Street
Blackfoot, ID 83221
In Compliance with Inter-School Transfers

VACANCY NOTICE

PLEASE POST

The Board of Trustees of the Blackfoot School District No. 55 is seeking applicants for the following position:

POSITION: Blackfoot Performing Arts Center Event Coordinator

POSITION STATUS: Part-time for the 2020-21 school year

APPLICATION DATES: March 5 – April 5, 2020

STARTING DATE: July 1, 2020

SALARY: To Be Determined – Contracted Service or Certified Supplemental Contract

QUALIFICATIONS: Experience with scheduling and advertising events, managing budgets, media relations, arranging services for performers, and the ability to communicate well with the community and school leadership. Preference will be given to applicants who have or will be eligible for an Idaho teaching certificate.

JOB DESCRIPTION: The Blackfoot Performing Arts Center (BPAC) Event Coordinator will be responsible for scheduling and booking events for the facility, acting as MC for events, arranging for volunteers, maintaining and organizing contracts, records, programs and ticket sales, updating the marquee, advertising with local media outlets, distribution of concert brochures, monitoring the sales website and social media accounts related to the BPAC, preparing and delivering monthly status reports to the BPAC Board and Blackfoot School District office, working with the BPAC Facilities director, maintaining positive public relations with community members and patrons, and other duties as assigned.

All candidates must submit the following materials:

Completed application, resume, transcripts, letters of recommendation and Idaho teaching credential. In-district applicants may submit a current resume and letter of interest which includes the applicant's strengths as they apply to this position.

All interested candidates should make application to:

Ronna Park, Personnel Clerk
Blackfoot School District No. 55
270 East Bridge Street
Blackfoot ID 83221
Telephone – (208) 785-8800 Fax – (208) 785-8809
Email – personnel@d55.k12.id.us

BLACKFOOT SCHOOL DISTRICT NO. 55 IS AN EQUAL OPPORTUNITY EMPLOYER