

MPLS (imPulse) Event Coordinator

MPLS (imPulse): MPLS (imPulse) is a professional festival chamber chorus based in Minneapolis, Minnesota. Founded in 2014 by Samuel Grace, our ensemble re-imagines the traditional choir through creative collaborations, narrative style programming, and engaging audiences in the most diverse and unusual spaces we can find.

Audience members describe our performances as “an experience.” For us, simply performing music isn’t enough. MPLS (imPulse) is proud to connect and engage new and seasoned audience members to the choral art through our programming.

Past venues include unique spaces such as Flat Earth Brewery, Como Planetarium, and In the Heart of the Beast Puppet and Mask Theatre.

Position Description: We are seeking an Event Coordinator to create an exceptional overall experience for our audience and volunteers. Hosting programming in unconventional venues poses new logistical challenges every event. The Event Coordinator is essential in providing a smooth and professional experience for all of our guests.

- *Box Office Coordinator*
 - Cultivate exceptional customer service for all concert attendees
 - Coordinate with collaborators and venue managers to ensure a smooth experience
 - Attend event planning meetings with the MPLS (imPulse) Artistic Director, Venue Staff, and Project Collaborators
 - Manage door sales, will call and wait list at the event
- *Volunteer Management*
 - Create a meaningful, well organized experience for volunteers
 - Determine number of volunteers required, for which roles (usher, ticket office, etc.)
 - Lead a pre-show volunteer meeting outlining show details, expectations, FAQs and resources

Time Commitment:

- 30 hours (Approximately 15 hours per project)
- Availability for the following projects:
 - *Love on the Rocks: Distill my Heart*
 - January 25 (Dress Rehearsal)
 - January 26th and 27th (3 Performances; Friday 7:30. Saturday 2:00 & 7:00)
 - *Gardens are Prolific*
 - May 10 (Dress Rehearsal)
 - May 11th and 12th (Performance)

Qualifications:

- Arts background preferred
- Volunteer coordination experience preferred
- Box office logistics experience preferred
- Excellent interpersonal skills, and ability to both lead and work with others
- Strong problem-solving skills
- Flexible and adaptable
- Strong communication skills
- Exceptional attention to detail
- Dependable, manages time well

Compensation: \$420 payable in two installments (\$210 per event)

Application Details: Submit your resume to info@mplsimpulse.org by Friday, November 10th.

Please note that this is a contracted position for which no income taxes will be withheld. If selected for the independent contractor role, this will not establish an employer/employee relationship between yourself and MPLS (imPulse). MPLS (imPulse) acknowledges that you are free to pursue employment or other contractual opportunities outside of agreed upon project performances and dress rehearsals.