

Actors Theatre of Louisville
BUS COORDINATOR (PART-TIME)
Posted June, 2017

Position: Bus Coordinator (Part-time)
Reports to: Education Manager
Department: Education
FLSA: Hourly, Non-exempt

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the Tony-Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for the position of a part-time Bus Coordinator.

Under the leadership of Artistic Director Les Waters and Managing Director Kevin E. Moore, Actors Theatre serves to unlock human potential, build community and enrich quality of life by engaging people in theatre that reflects the wonder and complexity of our time.

Actors Theatre presents almost 350 performances annually across three theatres and delivers a broad range of programming impacting local and national audiences with a particular focus on new play development influencing the field of American theatre. Programs include classical repertory and contemporary work through the Brown-Forman Series, holiday favorites cherished as annual traditions, the Humana Festival of New American Plays influencing the canon of American theatre, an Education program where students see and make plays, and a theatre training program for 40+, the Professional Training Company.

Actors Theatre is committed to increasing the diversity of its staff. Candidates who have experience working with a diverse range of colleagues, artists and students and who can contribute to the climate of inclusivity are encouraged to identify their experiences in these areas.

Summary of Position:

The part-time Bus Coordinator facilitates the safe and timely arrival and dismissal of busses for Actors Theatre's robust student matinee series. This position will be expected to work primarily mornings, with the possibility of additional afternoon hours. Please see the ***Shift Dates/Times*** schedule listed on the last page of job description.

The Essential Functions include, but are not limited to, the following:

Essential Functions:

- Facilitates the safe arrival and dismissal of busses.
- Supports student matinee greeters from Actors Theatre.
- Monitors parking spaces for parking buses for arrival and dismissal.
- Communicates return times to bus drivers.
- Greets students upon arrival.
- Coordinates dismissal order of buses with the House Manager and/or Education Representative.
- Carries out other duties and responsibilities that may be assigned by the Education Manager.

Knowledge, Skills, and Abilities:

- Excellent Customer Service Skills.
- Strong organizational skills and attention to detail.
- Exceptional communication skills, both written and verbal.
- Ability to walk and stand for several hours.
- Ability to move quickly when needed.
- Ability to be outside in all weather for several hours.
- Ability to work in fast-paced environment with frequently changing situations.
- Ability to work both independently and as a team member to achieve assigned tasks.

Minimum Qualifications:

- Must have a creative and pleasant personality who thrives on working with young people, teachers and the general public.
- Reliable attendance and punctuality.
- Must successfully pass a background screening.
- Work a varied schedule including early mornings.

Compensation:

Compensation is \$15.00 per hour.

To Apply:

Applicants interested in this position must email Resume and three (3) Professional References to:

Jane B. Jones, Education Director
JJones@ActorsTheatre.org



Les Waters, Artistic Director
Kevin E. Moore, Managing Director

No phone calls please

Actors Theatre is committed to recruiting and fostering a diverse community of staff and students. Individuals from traditionally under-represented groups are encouraged to apply. AA/EOE

SHIFT DATES/TIMES:

Wednesday, September 06, 2017	9:00am-1:30pm
Thursday, September 07, 2017	9:00am-1:30pm
Friday, September 08, 2017	9:00am-1:30pm
Tuesday, September 12, 2017	9:00am-1:30pm
Wednesday, September 13, 2017	9:00am-1:30pm
Thursday, September 14, 2017	9:00am-1:30pm
Friday, September 15, 2017	9:00am-1:30pm
Tuesday, September 19, 2017	9:00am-1:30pm
Wednesday, September 20, 2017	9:00am-1:30pm
Thursday, September 21, 2017	9:00am-1:30pm
Friday, September 22, 2017	9:00am-1:30pm
Tuesday, September 26, 2017	9:00am-1:30pm
Wednesday, September 27, 2017	9:00am-1:30pm
Thursday, September 28, 2017	9:00am-1:30pm
Tuesday, October 03, 2017	9:00am-1:30pm
Wednesday, October 04, 2017	9:00am-1:30pm
Thursday, October 05, 2017	9:00am-1:30pm
Thursday, October 12, 2017	9:00am-1:30pm
Thursday, October 19, 2017	9:00am-1:30pm
Tuesday, November 28, 2017	9:00am-1:00pm
Wednesday, November 29, 2017	8:30am-1:00pm
Thursday, November 30, 2017	9:00am-1:00pm
Friday, December 01, 2017	9:00am-1:00pm
Tuesday, December 05, 2017	9:00am-1:00pm
Wednesday, December 06, 2017	8:30am-1:00pm
Thursday, December 07, 2017	9:00am-1:00pm
Wednesday, December 13, 2017	9:00am-1:00pm
Wednesday, January 24, 2018	9:00am-12:30pm
Tuesday, January 30, 2018	9:00am-1:30pm
Wednesday, January 31, 2018	9:00am-12:30pm



Les Waters, Artistic Director
Kevin E. Moore, Managing Director

Thursday, February 01, 2018

9:00am-12:30pm

Wednesday, February 07, 2018

9:00am-1:30pm

Wednesday, April 25, 2018

9:00am-12:30pm

Thursday, April 26, 2018

9:00am-12:30pm