



**POSTED
08-19-26**

City of Bristol
BRISTOL, CONNECTICUT 06010

JOB ANNOUNCEMENT

ARTS & CULTURE COORDINATOR – PART-TIME
Parks, Recreation, Youth & Community Services

Summary: The position is administrative and technical in nature. Responsible for assisting Arts and Culture Supervisor with management, and organization of comprehensive year-round arts and culture programming including youth and adult performing art camps, youth and adult arts classes, and other enrichment services. Work under the Arts and Culture Supervisor to oversee events within the Cultural District. Manage day-of events at Downtown Live at the Rockwell Theater, including concerts, comedy shows, community movies nights, and the Rockwell Park Summer Concert Series; managing employees and volunteers, talent management, ticketing and customer service. Assist in budget preparation; maintain records of revenues from day-of events, activities, inventories for equipment and supplies. Supports supervisor with fundraising, grant writing and sponsorship acquisition for all arts and culture programs and projects. Seeks appropriate partnerships with local civic, cultural and community organizations to help establish meaningful collaborations. Assist in daily functions of the entire department as needed. Work involves traveling between offices and various community agencies. Ensures high quality customer service in person, over the phone and email.

Qualifications: Associates degree required, Preferred 2 years' experience in Arts and Culture or related field. Experience in event management, programming preferred. Bachelors preferred in hospitality, tourism, event management, recreation or related field. Requires valid CT Driver's License.

Classification, Work Schedule, Work Environment: Part-time, non-bargaining, non-benefited position. 18 hours per week with flexible week day schedule with nights and weekends expected as program schedule dictates. Regularly works indoor, or office environment.

Knowledge, Skills and Ability: An individual should have knowledge and technical expertise in best practices for management of community events and arts programming. Ability to work independently and within a team environment. Excellent written and verbal communication skills. Previous experience in event management, fundraising, and business acumen is highly desired.

Physical Demands: An employee is regularly required to talk or hear; frequently required to sit and stand, and occasionally required to stoop, kneel, couch, or crawl to reach with hands and arms. The employee must occasionally lift and/or move up to 50 lbs.

Wages: \$35.00/hr.

SUBMIT ONLINE APPLICATION w/RESUME:
www.bristolct.gov

DEADLINE: Friday, September 4, 2026.

EQUAL OPPORTUNITY EMPLOYER