



## Heinz Hall Coordinator

The Pittsburgh Symphony is hiring for the position of Heinz Hall Coordinator. Reporting to the Assistant General Manager, the Heinz Hall Coordinator coordinates and supports the administrative work required to keep Hall Management production on track. The role establishes and maintains a comprehensive filing system and recommends items to be sent to archives on a regular basis. Processes invoices for approval, assists with contract review & compliance, handles lost & found, online merchandise fulfillment, files and obtains amusement permits, invoices for Hall services & equipment and tracks, maintains and assists in forecasting Heinz Hall Budget. In addition, the role acts as back up for Assistant General Manager and Senior Manager as needed.

### **Essential Duties and Responsibilities:**

- Reconciles, verifies, codes for approval and processes Heinz Hall invoices
- Establishes and maintains a comprehensive filing and archive system for Heinz Hall
- Reviews & proofreads, contracts and helps to ensure contract compliance
- Handles online merchandise fulfillment
- Handles mail receipt, delivery and shipping for Department
- Processes lost & found articles from performances on a weekly basis
- Files and obtains Amusement Permits
- Invoices for Heinz Hall services & equipment
- Tracks, maintains and assists VP & GM in forecasting Heinz Hall budget
- Assists in financial settlements for performances at Heinz Hall
- Works as event staff as required
- Backs up Assistant General Manager and Senior Manager Facility Operations Heinz Hall as needed
- Coordinates and distributes event/performance documents to appropriate personnel and catering staff
- Research potential future artists and programs for Heinz Hall Presents opportunities
- Research artist information to assist in deal sheet creation for Heinz Hall Presents and Co-Promotions
- Other duties as assigned

### **Education, Experience and Abilities:**

- Bachelor's degree or equivalent work experience required; degree in business or nonprofit administration preferred
- Excellent internal & external customer service experience
- Extensive computer skills required (MS office applications)
- Excellent written and verbal communications skills
- Highly organized with excellent attention to details



**Physical Requirements:**

- Must be able to lift at least 40 Lbs
- Ability to work on a computer for extended periods of time
- Ability to operate related equipment, i.e., computer, copier, scanner, mail machines
- Ability to take items to Post Office, UPS store, FedEx drop off locations etc.

Pittsburgh Symphony, Inc. (PSI) provides equal opportunity to all qualified employees and applicants for employment without regard to race, color, religion, sex, gender, pregnancy, sexual orientation, gender identity, genetic information, ancestry, national origin, age, physical or mental disability, marital status, veteran status, or any other class or category protected by local, state, or federal law.

The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The PSI recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

To apply, please visit: [Heinz Hall Coordinator - Compass Business Solutions, Inc. - Career Page \(applytojob.com\)](#)