

## **Pride Cultural Arts Center | PCAC Coordinator**

To apply for the position: Please submit your resume and cover letter or letter of interest to [PCAC@TCPRIDE.ORG](mailto:PCAC@TCPRIDE.ORG) by 4:00PM January 15<sup>th</sup>, 2026.

This is a part-time position (18-25 hours/week) with the opportunity to work 40+ hours the two weeks leading up to our Pride Festival/Parade and during the week after (through July 1, 2026/the Wednesday after) for cleaning up in the park

Hourly Rate: \$18 to \$23 B.O.E.

Roles and Duties—Percentages are outlines and not exact hours due to the nature of event work.

### **Front Desk: 15%**

- Managing the front desk operations
- Letting guests into the space when the doorbell rings
- Answering the phone
- Keeping the front desk neat and organized
- Managing and knowing what the calendar for the day looks like
- Greeting guests that come into the space
- Being the welcoming person at the front
- Setting the tone for the space and events happening that day
- Answering questions that folks may have during their events
- Knowing the policies and procedures of the PCAC
- Knowing where resources are at the front desk
- Keeping track of files and documents for the front (standard agreement use docs, checklists for groups to use, handouts, etc)
- Keeping track of the weekly order sheet and informing the PCAC Director (Dobbs) of things that need to be ordered for the space on Fridays
- Making sure Morgan's Living Room (the lobby) looks spotless/inviting
- Accepting Deliveries as they come in

### **Space Management/Custodial: 35%**

- Making sure the opening and closing tasks are done every day and the once-per week tasks are completed
- Assisting in table/event area set up and tear down (if the group in charge of the event has not completed that portion)
- Keeping the space neat and tidy

- Staffing events as they are assigned to you

#### **Rainbow Wardrobe: 30%**

- Assisting in setting up one-off appointments as they are requested (PCAC Director will do the majority of the scheduling)
- Looking at the calendar for the day and pulling requested items for clients
- Collaborating with our PCAC Director (Dobbs) as to when we need volunteers to assist with the sorting of items in the RW
- Assisting with keeping track of items in RW (especially accessories, makeup, and undergarments)
- Managing Rainbow Wardrobe donations as they arrive to the PCAC
- Organizing and sorting donations per provided processes
- Making sure the Rainbow Wardrobe Tracking sheet is up-to-date
- Keeping stock of the gender affirming undergarments, and informing the PCAC Director (Dobbs) when we are needing to order additional undergarments, and which sizes will be needed
- Re-stocking the wardrobe daily to make sure there is plenty of items for clients to choose from
- Assisting in setting up/staffing the Rainbow Wardrobe Open Houses
- Keeping Rainbow Wardrobe back-storage organized and clean per provided guidelines

#### **Emergency Food Pantry Management: 15%**

- Intaking any food that comes to the pantry
- Making sure food is well-organized
- Having plenty of food available on the shelf
- Rotating the food as it comes in and checking dates consistently
- Ensuring a diverse selection of food available on the shelf

#### **Misc: 5%**

- Whatever other items might pop up
- Hand out high fives and fist bumps