

# City of Sumter



## VACANT POSITION

### Cultural Coordinator Tourism Department

(Starting salary based on experience and qualifications.)

**Job Purpose:** Responsible for the coordination and support of the Sumter Opera House events, assists the community through the telephone, walk-in and email inquiries from the general public regarding events, history or other questions concerning the Sumter Opera House. Maintains website information, writes press releases, creates in-house marketing materials, conducts historical tours and involved with entertainment recruitment. Works with and supports City Events Coordinator.

**Minimum Qualifications:** Bachelor's degree in Arts preferred with some previous theatre and historical experience; experience in advertising/marketing and/or sales preferred. Historical knowledge of Sumter a plus; or any equivalent combination of education, training and experience. Must possess excellent organizational and computer skills (Internet and Microsoft Office Word, Excel, Access and Publisher); excellent writing and oral communications skills required; and ability and desire to work well with the public.

**Deadline to Apply:** Open until filled

Mail resume with cover letter and application from [www.sumtersc.gov](http://www.sumtersc.gov) to:

City of Sumter Human Resources  
PO Box 1449  
Sumter, SC 29151

