

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

PERFORMING ARTS CENTER OPERATIONS COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, coordinate and plan Performing Arts Center (PAC) events and related services and activities in conjunction with clients and District staff; identify, recommend, and acquire needed resources for clients; and perform a variety of para-professional, technical, and complex office support work while exercising independent judgment in the satisfactory completion of duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide a full range of event planning and coordination services to Performing Arts Center clients; gather and review information related to event needs; ascertain crew needs and work with supervisory staff to ensure those needs are matched with the clients' needs and budgets; prepare requests for assistance for various staff members; prepare monthly job assignments; ensure crew has accurate information for each event.
2. Order equipment from Media Services as necessary for college and community lessee user needs; research lessee user needs to ensure proper equipment is ordered.
3. Create files and necessary forms for each event including event report, equipment use report, and house manager report; review completed reports and files after each event; take necessary action to respond to reported needs or incidents as necessary; archive data to system.
4. Follow-up on crew/staff complaints related to facility or equipment malfunctions or other needs; research repair, upgrade, integration of new with old, or replacement options; locate proper repair facility and coordinate repair.
5. Place work orders with appropriate staff for assigned buildings and facilities.
6. Develop and implement new reporting system templates and report formats and systems; provide training to staff as necessary.
7. Update and maintain PAC website; transfer relevant data and information to website including facility application contracts and computer file information; maintain current parking information and other areas of interest.
8. Market and promote assigned events and shows; coordinate newspaper reporting and press releases; coordinate ticket distribution; coordinate event with principals of the show; attend event and coordinate activities.
9. Make online reservations of spaces in other campus buildings for college sponsored events as well as support spaces needed for PAC users and others who use classrooms for events.
10. Participate in meetings with supervisor and co-workers including meetings to discuss and coordinate upcoming events; review staffing, safety, maintenance, and other issues.

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11. Update marquee and other signage as required for general usage and specially required events.
12. Coordinate and establish cooperative relationships with community and college resources to support program goals and objectives.
13. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Basic operations, services, and activities of a college performing arts center.
2. Principles and practices of event planning and implementation.
3. Operational characteristics of various performing arts and theater equipment and tools.
4. Basic principles of supervision and training.
5. Basic budgeting and other general accounting principles and practices.
6. Pertinent state, District, and college policies, procedures, and regulations.
7. Occupational hazards and standard safety practices.
8. Operating characteristics of PAC equipment.
9. Problem solving techniques and resources.
10. Principles and practices of filing and record keeping.
11. Principles of business letter writing and basic report preparation.
12. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
13. English usage, vocabulary, spelling, grammar, and punctuation.
14. Interpersonal skills using tact, patience, and courtesy.

Ability to:

1. Coordinate events and related services and activities for the Performing Arts Center.
2. Perform detailed and complex specialized technical, programmatic, and administrative support duties involving the use of independent judgment and personnel initiative with speed and accuracy.
3. Carry out work objectives in an organized, efficient, and timely manner without immediate supervision.
4. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
5. Research information using own initiative.
6. Organize, assimilate, and analyze information.
7. Respond tactfully, clearly, concisely, and appropriately to requests and inquiries from the general public, students, District staff and faculty, or other agencies.
8. Explain Center policies and procedures.
9. Supervise, direct, and coordinate the work of assigned staff and students.
10. Ensure adherence to safety policies and procedures.
11. Review or complete required forms.
12. Prepare clear and concise reports.
13. Plan and organize work to meet schedules and changing deadlines.
14. Type or enter data at a speed necessary for successful job performance.

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15. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
16. Adapt to changing technologies and learn functionality of new equipment and systems.
17. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
18. Work independently and effectively in the absence of supervision.
19. Communicate clearly and concisely, both orally and in writing.
20. Establish and maintain effective working relationships with those contacted in the course of work.
21. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration, performing arts, or a related field.

Experience:

Three years of responsible administrative, technical, or programmatic experience, preferably involving theatrical operations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

11/14/2006;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical – Paraprofessional