

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PERFORMING ARTS COORDINATOR

BASIC FUNCTION:

Under the general direction of the Dean of the School of Arts and Communication, plan, organize, coordinate, and review the activities and operations of theatre, music, dance, art gallery, and special events or performances at Southwestern College; coordinate assigned activities with other District departments and outside agencies.

REPRESENTATIVE DUTIES:

Plan, organize, oversee, and participate in the development of the Performing Arts Department work plan; assign work activities, projects, and programs including the ticket office.

Participate in the development and administration of the Performing Arts Department budget; recommend funds needed for staffing, equipment, materials and supplies; monitor and recommend expenditures.

Monitor and maintain department's trust budget accounts; receive bids; prepare requisitions and vouchers and maintain ledgers and files.

Select, train, and provide work direction to assigned personnel; coordinate staff training.

Oversee the production of all performing arts productions; select, locate, contract, and coordinate talent and performances for productions including the guest artist and summer stock programs.

Coordinate all promotional and audience development efforts for all programs and events.

Coordinate the activities of the College's Performing Arts support organization; oversee the support organization budget; promote fundraising activities.

Coordinate Performing Arts Department activities with those of other departments and outside agencies and organizations; coordinate the promotion of performing arts events with community groups; meet with other District staff to coordinate their events and programs.

Compile the department publications including the Calendar of Events, brochures, and programs; work with graphic designer to enhance visual presentation.

Coordinate the preparation, processing, and distribution of department bulk mailing; assure compliance with postal rules and regulations.

Coordinate performing arts group travel; maintain and update weekly department activities calendar; attend performing arts scheduling meetings; coordinate and process facility use requests and maintain department's facility use calendar.

Operate various office equipment including a computer terminal, typewriter, and calculator; utilize assigned computer software.

Performing Arts Coordinator - Continued

Interpret and explain college policy and administrative regulations applicable to the department's performing arts program and related facilities.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of analyzing and evaluating programs, policies, and operational needs.

Principles and practices of budget preparation and administration.

Aspects of performing arts touring programs.

Areas of technical theatre.

Safety standards and basic first aid practices.

Basic printing processes, composition, and design.

Modern office procedures, methods, and equipment including computers.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Pertinent Federal, State, and local laws, codes and regulations.

Principles and procedures of report preparation.

ABILITY TO:

Plan, organize, and coordinate assigned programs and activities of the Performing Arts Department in a manner conducive to full performance and high morale.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare and administer a department budget.

Develop and administer department policies and procedures.

Select, train, and provide work direction to others.

Present complex written and verbal reports

Prioritize work to meet schedules and timelines.

Communicate effectively, both orally and in writing, with individuals from diverse cultural, educational, and socio-economic backgrounds.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Bachelor's degree and five years of progressively responsible experience in the production of various performing arts programs, including oversight and coordination of projects and programs.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Considerable distractions and interruptions.

PHYSICAL ABILITIES:

Sitting or standing for prolonged periods of time.

July 7, 1999

Johnson & Associates