



CLASS SPECIFICATION FOR:

Recreation Theater Coordinator

General Statement of Duties:

Under general direction, identifies appropriate cultural arts programming, coordinates and manages the multi-discipline programming and ticket sales of a community theater equipped with a professional theater; performs related work as required.

Distinguishing Features of Class:

An employee in this class is responsible for managing and marketing targeted cultural and performance arts programming and/or special events as well as box office management including ticket sales and box office receipts; assists with site management as assigned; setting program objectives and priorities; organizing the work, developing work plans and activities; and providing technical and administrative guidance to support programming activities. Responsibilities afford opportunity for independent judgment in planning work and making technical determinations. The incumbent works independently and on own initiative and receives general supervision with difficult or unusual problems discussed with the supervisor.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Conducts periodic survey of community interests and needs, including evaluation and determination of ideal programming based on needs and interests of the target audience and participants in the community;
- Identifies programming needs and interests and refreshes, revises or develops programming to ensure programming and operations are fresh, relevant and serves the County's goals and communities' interests and needs;
- Develops targeted cultural and performance arts programming as well as movie/film programming to serve the interests and needs of the community;
- Creates a schedule of programs and activities that serve the interests and needs of the community and target audience in assigned facility and at multiple locations;
- Collaborates with the department's marketing staff to promote the theater's performing arts and entertainment programming;
- Coordinates logistics including locations, facility setup, facility maintenance if needed, equipment and supplies, staff assignments, secures and schedules performers, instructors, vendors, and concessionaires as needed, and oversees logistics during events;
- Collaborates with County staff and special interests groups to develop, coordinate and implement accommodations for participants with special needs impacting participation in programs and activities;
- Books events in accordance with current applicable regulations, policies and procedures and works closely with promoters to plan an produce successful events;
- Negotiates and administers facility rental contracts in accordance with current applicable regulations, policies and procedures;
- Negotiates fees or contracts with professional performing artists and initiates contractual payments and refunds according to current procurement and fiscal guidelines;
- Negotiates fees or contracts with directors, contractual staff, instructors and vendors necessary to the production of cultural and performing arts programming and initiates contractual payments and refunds according to current procurement and fiscal guidelines;
- Oversees contracted resources to ensure delivery of services as contracted, reviews contractors' invoice for accuracy and submits for payment, including any required paperwork (paper and electronic);
- Assists with the evaluation of contractors for quality of services provided and adherence to contract specifications and recommends continuation or termination of future use of contractor;
- Designs and administers professional and amateur performing arts programming, including entertainment and educational opportunities in the areas of theatre, music, dance, film, and related arts fields;
- Serves as director or coordinator for the production of cultural and performing arts programming in County-owned sites as well as other sites in the community,
- Responsibilities may include set, costume or other technical design and production related duties;
- Responsibilities may include organizing productions for local dance, theater and music groups;
- Ensures site and use complies with County and other safety and risk management regulations and requirements;
- Prepares cost projections for programming and related activities and submits for necessary approvals, accurately tracks and reports approved expenditures for budget and fee setting purposes;
- Tracks, monitors and manages programs and activities within approved Cost Center Budget;
- Maintains records, time sheets and reports pertaining to specialized program areas, including participation trending and costs, to project costs for budget and fee setting purposes and to prepare requested reports;
- Responsible for or supervises box office functions including but not limited to ordering and receiving tickets; matching tickets against master seating charts; maintaining records of tickets received, sold, not used, and refunded for each show or performance; preparing reports concerning box office receipts; responding to tickets concerns and changes;
- Manages financial resources by reconciling funds to tickets or other programming or site related daily transactions;



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Examples of Assigned Duties continued:

- Represents the cultural and performing arts program to the public;
- Maintains professional affiliations with appropriate performing and cultural agencies and professionals;
- Provides advice and assistance to community groups planning performing arts events;
- Interacts with the public and others outside the assigned area's staff and operations to obtain and provide information and assistance in a variety of circumstances and address concerns;
- Assists in interviewing and selection of temporary/seasonal staff as well as contractors, volunteers and interns;
- Trains, supervises, provides performance feedback and schedules volunteers, temporary/seasonal staff as well as contractors and/or high school and/or undergraduate college interns;
- Assists with facility programming, concession stand operations, and event activities County-wide as assigned as assigned;
- Assists with various operational functions at facility as needed including but not limited to reservations, payments, etc.;
- Maintains current knowledge of assigned area's best practices and guidelines as well as latest equipment and tools;
- Attends all scheduled meetings and required training and maintains all required certifications;
- May serve on various committees and boards as liaison between the community and the County;
- May be assigned to work on special projects;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive knowledge of all phases of theatre, music, dance, film, and related fields of presentation; knowledge of strategic planning principles and theories to ensure event programming activities and events meet the needs and interests of target audiences and County's goals; considerable knowledge of varying types of demographics and associated needs and experience in planning a wide range of recreation activities; ability to plan, facilitate, direct, and evaluate a wide array of programs suited to target audiences; considerable knowledge of box office management; ability to develop operating procedures and schedules for a community theatrical facility; ability to perform and/or oversee contract negotiations; ability to work effectively as a team member and/or leader; basic project management skills; ability to effectively develop, design, plan, market, implement and coordinate the activities of one or more theater and/or cultural arts locations; ability to multitask and effectively manage competing priorities and make sound decisions; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; excellent organizational skills; excellent research skills with the ability to evaluate needs, make programming recommendations, develop appropriate programming; demonstrated good supervisory skills; excellent oral presentation and training skills and demonstrated ability to direct the work of large number of volunteers, interns and/or temporary staff and coordinate the activities of large numbers of event participants including at multiple locations; ability to establish productive relationships with County officials, employees, interns, volunteers, the public and private organizations and businesses, civic and volunteer groups and the general citizenry; ability to work on own initiative without close supervision or guidance; ability to coordinate marketing strategies with appropriate Division staff and resources; physical condition that permits the activities necessary in and inherent to the programming and production of events and use related tools, equipment and other inventory relevant to the programming and productions; ability to develop and maintain detailed accurate records and to make regular and special reports; effective oral and written communications skills; accounting or other financial skills with sufficient ability to develop budget projections and manage expenditures in accordance with County Finance policies and manage program related costs effectively within an approved budget; good knowledge of personal computers and /or automated systems and the ability to enter, maintain, retrieve and analyze data and use common office and department specific software; personal accountability including teamwork and establishing and maintaining positive relationships with stakeholders, customers and colleagues; excellent customer service skills; tact; and courtesy. Requires working evenings, weekends, and some holidays.

Minimum Education and Experience:

Education: Four (4) year degree in theater arts or theater management or other relevant field;

Experience: Four (4) years of relevant work experience involving performing arts management experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Ability to work a flexible work schedule to meet department needs;
- First Aid, CPR, AED and other fitness and department specific certifications may be required;
- Must be able to lift at least 30 lbs as needed to move supplies and equipment;
- Requires a valid driver's license.