

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: WEBBER CENTER SPECIALIST (P/T)
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-3

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

This full-time position performs managerial, supervisory, and scheduling functions for all activities and programming held with the center by college and all rental/lease arrangements by outside agencies. This position provides front-line leadership in helping the college serve individuals, departments, organizations and businesses both on and off the campus.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Associate’s degree preferred, preferably in a field related to business, management, or marketing.
2. Years of experience in field: Three or more years’ direct experience in field.
3. Special skills or abilities related to position: Supervisory experience. General mechanical and technical knowledge about equipment, appliances, and audio-visuals. Computer skills in word processing and data base. Ability to plan, organize, lead, creatively and under own initiative. Must have high energy and be resourceful, disciplined and flexible and be willing to work a constantly changing daily, weekly, and monthly work schedule. Ability to motivate and organize volunteers. Knowledge of purchasing, budgeting, inventory, and cost controls. Significant knowledge and understanding of marketing, public relations, and human relations. Ability to work collaboratively within the college and Foundation organizational structures, including knowing and understanding necessary procedures and policies.

ESSENTIAL JOB FUNCTIONS:

1. Develop, arrange, organize year-long schedule of exhibits, displays, speakers, and other appropriate programming of interest to CF students, faculty, and our community. Arrangements include development, set-up, take-down, safety, security, maintenance, publicity, scheduling, stripping and transportation, financial accounting, and general supervision and other guest services.
2. Oversee the operation of the gift shop (e.g. ordering, purchasing, inventory control, security, accounting) for all revenues and expenses.
3. Identify, organize, motivate, and lead volunteers in single and group tasks to create and present exhibits and displays.
4. Market and publicize all activities on and off campus in cooperation with the college's Marketing & Public Relations office, including meeting with any and all appropriate news media.
5. Handle and be responsible for the accurate and timely accounting and reporting of all revenues and expenditures.
6. Provide personal and written information and services to individuals or departments on campus as well as off-campus individuals, organizations, and businesses who may wish to rent or lease any or all Webber Center facilities. Uses include workshops, conferences, seminars, receptions, in-service training, banquets, weddings, musical presentations, speakers, or large meetings.
7. Once an event is scheduled, arrange for and provide on-site services for each event held any place in the Webber Center; services include set-up, take down, audio-visual, safety, security, maintenance, scheduling, financial accounting, general supervision and other guest services.
8. Ability to organize, supervise, and motivate staff to make the most of learning environment opportunities offered by the Webber for students and faculty; and to lead the staff to provide the highest level of service for person(s) off-campus renting or leasing these facilities.
9. Provide general leadership in arranging for the timely maintenance, safety, and usability of all Webber Center equipment, furnishings and facilities.
10. Report, summarize and evaluate each activity, exhibit and event including persons served, target group reached, and any required follow-up.
11. Oversee all reporting, correspondence, billings, receipts, deposits, filing and computer service required to maintain a quality Webber Center operation.
12. Plan and forecast programming for next three years that is consistent and supportive of college and community needs.
13. Performs other duties as may from time to time be requested by the supervisor.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).

PHYSICAL DEMANDS (Continued):

- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

PRIMARY LOCATION OF JOB: The Webber Center, Ocala Campus

SUPERVISOR OF POSITION: Director of Visual and Performing Arts