

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR - VISUAL AND PERFORMING ARTS

PAY GRADE: P-1

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

The coordinator assists in the planning, organization, administration and management of the department of Visual and Performing Arts. Work includes management of class schedules, preparing faculty and consultant contracts, developing performance schedules, managing budgets and travel preparations. The coordinator ensures compliance with college policies and procedures in regard to arts administration, marketing and hosting events.

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.

PREREQUISITIES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required. Four years' or more working in an arts administration setting may be substituted for the degree requirement.
2. Years of experience in field: Minimum of three years' full-time work experience in events management, arts administration, educational administration or a related field required.
3. Special skills or abilities related to position: Experience in developing plans, schedules and budgeting. Possess a strong background in arts information, publicity, and marketing and media contacts. Possess strong organizational and computer skills with emphasis on word processing, spreadsheets, data collection and dissemination of information. Possess the ability to communicate effectively with college departments and community organizations. Some evening and weekends may be required.

ESSENTIAL JOB FUNCTIONS:

1. Supervises staff and/or student assistants, including recruitment, selection, training, work assignment, evaluation, and termination. This includes lab space for Visual and Performing Arts classes (such as ceramics, digital media and dance).

ESSENTIAL JOB FUNCTIONS (Continued):

2. Coordinates contracts for consultants and guest artists, develops travel requests and performance-related logistics.
3. Manages accounts for specific budgets and projects, provides documentation and interpretation for audits.
4. Manages scholarship auditions and recommendations, external communication with college departments regarding Visual and Performing Arts program.
5. Manage and coordinate all aspects of the Webber Gallery operations and the student keycard access program.
6. Coordinates use of facilities. secures instruction materials, equipment and supplies as needed to facilitate programs.
7. Provide administrative support to the Fine Arts Center manager.
8. Manages and supervises facility requests, projects and rentals.
9. Gathers and maintains information to support special reports, state and national honors and recognition of records and accomplishments.
10. Supervises staff assigned to special events or as assigned within the department.
11. Acts as point of contact for faculty, staff, students and visitors.
12. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required and appropriate for the position.)

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).
- 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 in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Associate Vice President of Arts and Sciences

