

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR - SPECIAL EVENTS

PAY GRADE: P-1

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To plan, organize, and administer the Visual and Performing Arts department special events, including the Performing Arts Series and summer arts programs, as well as provide management of the Fine Arts Auditorium box office.

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: Bachelor's degree required. (Eligible to be bonded.)
2. Years of experience in field: Minimum of three years' full-time work-related experience required.
3. Special skills or abilities related to position: Experience in coordinating performing artist events preferred. Strong organizational and computer skills especially, MS word, spreadsheets and data based programs. Positive communication and community relations skills required. Writing/editing skills, self-starter, ability to coordinate efforts within the college; as well as within the community and external agencies. Grant writing experience helpful. Some evenings and weekends required.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate activities for the Performing Arts Series. Provide input into the selection of guest artists and collaborate with instructional supervisors and other college faculty to integrate the arts into the broader college curriculum.
2. Manage the daily activities and accompanying processes of the Performing Arts Series, including contracts, ticket sales and information services for the events.
3. Responsible for specified event ticket sales, obtaining and filling orders, contracts for services of vendors and artists, and contracts and work orders for the use of internal and external facilities.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Serve as box office manager, including scheduling staff, customer relations, handling deposits and providing post-event reports.
5. Coordinate online ticketing service, including reports of monthly use and input of events.
6. Assist in the coordination of Visual and Performing Arts special events, including summer arts programs and other educational outreach activities.
7. Provide any support necessary for performers.
8. Supervise any staff assigned to support special events.
9. Collaborate with Visual and Performing Arts staff as needed.
10. Act as point of contact for visitors to the Fine Arts Auditorium.
11. Attend all Visual and Performing Arts staff meetings.
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 marginal duties as required.)

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 inside in an office environment.

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

PRIMARY LOCATION OF JOB: Fine Arts Building

SUPERVISOR OF POSITION: Associate Vice President of Arts and Sciences