

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR - SPECIAL EVENTS

PAY GRADE: P-9

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To plan, organize, and administer the Visual and Performing Arts department Special Events, including the Performing Arts Series, summer arts programs as well as provide management of the Fine Arts Auditorium Box Office.

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' 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 relation skills required. Writing/editing skills, self-starter, ability to coordinate efforts within the college; as well as, with 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 above events.
3. Be responsible for specified event ticket sales, obtaining and filling orders, contracts for services of vendors and artist, and contracts and work orders for the use of internal and external facilities.
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.

COORDINATOR - SPECIAL EVENTS

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Revised 9-18-09
Revised 8-25-09
Revised 7-2-09
Revised 8-01-08
Revised 06-16-08
Revised 5-27-08
Revised 8-7-06
Revised 8-10-04

ESSENTIAL JOB FUNCTIONS: (continued)

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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Light (25 pounds and under) lifting and carrying
- Reaching.
- Climbing.
- Walking.
- Standing.
- Kneeling.
- Bending.
- Stooping.
- Distinguish between colors.
- Ability to climb ladders and move moderately heavy equipment. Must have no physical restrictions.

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: Director – Visual & Performing Arts

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