

MT. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title:	Performing Arts Services Coordinator	Range:	66
Date Revised:	1/24/03	Date Approved:	5/22/02

PRIMARY PURPOSE

This position is responsible for coordinating the day to day operations for theater services in the Performing Arts Center; staffing and training ushers for events, ensuring that supplies and materials are available, reconciling sales receipts and serving as liaison to community groups.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Coordinates the production, delivery and distribution of programs for all events in the Center; maintains mailing lists
2.	Insures concession is in compliance with applicable health codes; purchases supplies and commodities required for event
3.	Hires, trains, schedules and supervises personnel for events; insures that ushers are trained in compliance with safety and emergency procedures
4.	Insures proper fiscal procedures for box office proceeds, including balancing ticket sales, reconciling cash register and receipt of sales; arranges for cash drops and change fund deliveries; records and deposits monies into proper accounts
5.	Maintains payroll records for box office and ushering staff; arranges for cleaning and alteration of uniforms for usher staff
6.	Supervises and trains staff to transport patrons to and from the Performing Arts Center using the club car; oversees the vehicle storage and maintenance
7.	Serves as liaison to community groups; schedules and conducts tours of the Center; assists with hospitality requirements for guest artists
8.	Assists technical staff with requirements for community use of the facility including front of house operations
9.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
10.	Performs related duties as assigned

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WORKING RELATIONSHIPS

The Performing Arts Services Coordinator maintains frequent contact with faculty, staff, students, various departments, the community and outside agencies.

EDUCATION AND EXPERIENCE

Any combination equivalent to: A.A. degree; 2-4 years of directly related experience; experience in managing operational support

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Management principles and practices
- Supervisory principles and practices
- Box office and accounting procedures
- Health codes for food service
- Safety and evacuation procedures for public facilities
- OSHA requirements
- Organization, operations, policies and objectives
- Modern office practices, procedures and equipment
- Record keeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Various computer software applications

Skills and Abilities:

- Management, organizational and supervisory skills
- Excellent interpersonal skills
- Excellent written and oral communication
- Ability to make arithmetical calculations rapidly and accurately
- Ability to work independently
- Ability to plan, organize and prioritize work
- Ability to operate a variety of office equipment (i.e., copiers, printers, fax machines, credit card readers, etc.)
- Ability to understand scope of authority in making independent decisions
- Ability to review situations accurately and determine appropriate action according to established guidelines

WORKING CONDITIONS

Theater and box office environment; subject to driving to a variety of locations to conduct work; may require walking for long periods while assisting students, staff, and the public. May be subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.
