

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Performing Arts Coordinator	Job Family: 4
General Classification: Professional	Job Grade: 20

Definition: Provide professional and technical administrative duties for the Performing Arts staff and the Performing Arts Manager.

Distinguishing Characteristics: Receives direction from the Performing Arts Manager.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Manage and organize the Center's booking calendar, act as the primary contact for companies, evaluate the Center's calendar and assign licensees use of the calendar for three stages.
2. Coordinate the client contract process and prepare contracts that are for client bookings.
3. Oversee and manage the Center's contract, deposit and insurance process.
4. Coordinate the Center's booking database (ARTIFAX) and implement any changes in the database.
5. Provide training to staff on a database system.
6. Revise policies and procedures manual.
7. Coordinate the Center's billing process, perform administrative detail work and maintain appropriate records regarding invoices.
8. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Methods, techniques, principles and procedures used in the planning, development and coordination of performing arts administration programs; methods, techniques, principles and procedures used in performing arts entertainment booking; principles and practices of basic budgeting; principles and practices of contract administration; nonprofit organization regulation; spreadsheet and database management; principles and practices of assigning and reviewing the work of others.

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Ability to: Operate computer equipment and software applications (i.e., Microsoft Excel, Microsoft Word, Microsoft Outlook, SQL); operate and maintain office equipment; establish and maintain effective working relationships with Center clients, both external and internal; interface and work well with all levels of staff and management; review organizational and administrative problems and recommend and implement an effective course of action. Develop and maintain organized systems and procedures for connecting departmental programs; effectively manage multiple projects; communicate clearly and concisely, both orally and in writing; interpret and explain policies and procedures; occasionally work evenings, weekends and off-hour schedules.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to a bachelor's degree from an accredited college or university with major course work in theater, business or a closely related field and three years of increasingly responsible administrative experience in theater.

Established June 2002

Revised October 2004

CLASS SPECS

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