

CITY OF PAPILLION

JOB DESCRIPTION

POSITION TITLE: Facility Coordinator - Sumtur Amphitheater

REPORTS TO: Amphitheater Manager

SUPERVISES: Amphitheater Facility Attendants

PURPOSE OF POSITION: Responsible for event operation of the Sumtur Amphitheater through the direction, and supervision of activities in order to ensure the efficient operation of the facility.

An incumbent will be required to work varied hours during the week, including evenings, weekends and holidays.

ESSENTIAL FUNCTIONS:

Runs amphitheater programs and activities; determines equipment and material needs and submits requests for approval.

Schedules, and organizes vendors upon approval for performance at the amphitheater. Maintains records for events and activities as necessary.

Assists with the administration of the amphitheater budget including but not limited to receiving equipment, maintaining records and preparing reports.

Maintains inventory of all equipment and supplies; orders and obtains supplies as needed according to policy.

Receives citizen inquiries and complaints; provides information, handles the situation or refers individual to appropriate city official for resolution.

Operates standard office equipment in the performance of job duties, i.e. fax machine, copier, personal computer, calculator, etc.

Operates entertainment audio and lighting systems in the performance of job duties.

MARGINAL FUNCTIONS:

Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of and ability to learn and enforce city rules and regulations regarding the operation of the facility.

Knowledge of and ability to utilize proper telephone etiquette.

Ability to communicate and deal with the general public in a courteous and tactful manner.

Knowledge of cash handling and cost control procedures.

Ability to plan, train, assign, direct and supervise the work of subordinates.

Ability to accurately prepare and maintain various records, reports and other departmental documents.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Knowledge of management, instruction, and supervisory techniques.

Knowledge of budgeting, planning and problem solving techniques.

Ability to multi-task in a fast-paced environment.

Ability to motivate others and build relationships with staff and volunteers.

Ability to work collaboratively with diverse groups of people.

Ability to maintain effective working relationships with other city employees, city officers and the public.

Skill in public relations and event planning.

Strong written, verbal, and interpersonal skills.

Knowledge of and ability to use a computer, fax machine, copier, printer and cell phone.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

Knowledge and experience using Microsoft Word and Excel Spreadsheets.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

1. Must have 2 years of experience in the area of facility management or entertainment production with 2 years of responsible supervisory experience.
2. Must be at least 21 years of age at the time of hire.
3. Must possess a valid driver's license.
4. Must be bondable.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is performed primarily outdoors in an office/concession/stage environment amid normal conditions of noise, fumes, odors, and dust with exposure to a variety of weather and temperature conditions. Great mental effort is required daily. Work assignments are broad and performed with minimal supervision. Regularly works evenings and weekends during the Amphitheater season with attendance at each event required. Moderate exposure to deadlines

Ability to stand and walk from 76 to 100% of the time; climb and reach from 26 to 50% of the time; and balance, bend, stoop, squat, kneel, crouch, push and pull up to 25% of the time.

Ability to move objects weighing up to forty (40) pounds up to 20% of the time, weighing up to twenty (20) pounds from 21 to 40% of the time; and weighing up to ten (10) pounds from 41 to 100% of the time.

Employee Signature

Date

Supervisor Signature
Approved 1/07/08

Date