

CITY OF PAPILLION

JOB DESCRIPTION

POSITION TITLE: Sumter Amphitheater-Special Events Coordinator

REPORTS TO: Director of Recreation

SUPERVISES: Amphitheater Staff and Volunteers

PURPOSE OF POSITION: Responsible for the operation of the Sumtur Amphitheater and assigned special events through the direction, promotion, coordination, and supervision of activities in order to ensure the efficient operation of the facility and/or event.

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

ESSENTIAL FUNCTIONS:

Develops, plans, schedules and promotes various amphitheater and special event programs and activities; recruits and coordinates volunteers to assist with activities; determines equipment and material needs and submits requests for approval.

Develops plans and implements an active public relations program for events, including but not limited to promoting events and activities through local media, community organizations and school districts; creates, prepares and distributes promotional material; builds and maintains positive relationships with amphitheater sponsors and users.

Schedules, organizes and contracts with vendors upon approval for performance at the amphitheater. Provides oversight for tickets sales and maintains records for events and activities including customer data base, purchasing, and vendor/ contract files.

Assists with the preparation and administration of the amphitheater/special events budget including but not limited to maintaining records and preparing reports. Strives to minimize general fund subsidy by enhancing ticket revenue and sponsorships.

Assists in the development and administration of a strategic marketing and/or public relations plan for the amphitheater and assigned special events.

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

Establishes and maintains positive public relations and serves as a liaison with community groups, the general public, other employees and other governmental agencies as needed.

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.

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 and ability to perform accurate mathematical calculations such as addition, subtraction, multiplication and division.

Knowledge of cash handling and cost control procedures.

Ability to plan, train, assigns, 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.

Broad knowledge about the entertainment industry including artists.

Knowledge of management, instruction, and supervisory techniques.

Knowledge of budgeting, planning and problem solving techniques.

Knowledge of copy right and ASCAP laws.

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.

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Ability to maintain regular and frequent contact with the Arts world, performers, sponsors and community groups.

Skill in marketing, 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, Excel Spreadsheets and Publisher.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

1. Graduation from an accredited college or university with a Bachelor's Degree in Public Relations, Communications, Arts Management, Business Management, and Marketing or like degree preferred or an equivalent combination of education, training and experience.
2. Must have 2 years of experience in the area of arts and entertainment with 2 years of responsible supervisory experience
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

Date

| Approved 1/07/08