



CLASSIFICATION SPECIFICATION EVENT COORDINATOR

JOB SUMMARY:

Under general supervision of the Production Supervisor, the Event Coordinator oversees the production side of theater events at the Mission Playhouse; supervises the stage crew including staffing, training, and scheduling needs; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Event Coordinator plans and organizes activities for a wide variety of events at the Mission Playhouse. This class differs from a Production Supervisor due to the level of experience required, complexity of work performed, and level and scope of supervision over staff.

EXAMPLES OF DUTIES:

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

- Plans, organizes, and coordinates events with clients and handles all administrative activities; responds to client inquiries and assists potential clients in achieving their desired event goals; conducts tours for prospective clients; and reserves facility space.
- Prepares a variety of materials including contracts, proposals, permits, invoices, reports, diagrams, cost estimates, and billing for clients; communicates with clients on event requirements including all technical, physical set-up, parking, insurance, electrical, and staffing needs.
- Serves as a liaison between venues, clients, and patrons, and ensures compliance with contracts, City policies and procedures, and City, County, and State fire and health regulations and safety codes.
- Assists the Production Supervisor with maintaining all lighting, rigging, and sound equipment in working order; maintains accurate inventory of all related stage equipment; operates lighting board for clients for rehearsals and performances; sets basic sound designs for clients when needed; designs basic lighting plots as requested; and enforces rules and safety regulations as set forth by applicable local and state laws and municipal codes.
- Provides supervision and training for the stage crew; schedules staff as needed for performances and other related activities; determines work procedures and issues written and verbal instructions; and supervises events and related areas.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- All phases in the operation of the theatrical stage; techniques of modern stage lighting; laws pertaining to public assembly and leasing practices; carpentry, sewing, theatrical

rigging techniques, and principles of electricity as it applies to the theatrical stage; analog and digital live sound mixing; office administration practices and procedures; and City department policies and procedures.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; modern office methods, procedures, and equipment, including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Design lighting for theatrical, dance, and concert events; read and correctly interpret blue prints; draw lighting, scenery, and ground row plots; maintain and repair lighting equipment; assemble multi-scene theatrical sets; and apply scenic touch up painting as required.
- Learn and excel in a variety of programs and software including Cue-lab, Vectorworks, Lightwright, Word, and Excel.
- Understand and follow oral and written directions as provided; create and edit a variety of documents; and organize and maintain office and specialized files.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with sensitive situations and concerned people and customers.
- Plan, organize, train, and oversee the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with clients, fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- College coursework related to theater production.
- Two years of increasingly responsible experience working on live events.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and at indoor and outdoor facilities. Employee may travel to different locations and may be exposed to inclement weather conditions, noise, vibration, or dust. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: April 3, 2017