

JOB TITLE: Coordinator, Events, Van Wezel Performing Arts Hall

JOB CODE: 21.24

GRADE: 17

CLASSIFICATION: Exempt

PURPOSE OF THE POSITION: To perform intermediate paraprofessional work coordinating the execution of daily operations of the Van Wezel Performing Art Hall (VWPAH) which includes but is not limited to the contractual staff and services to conform to customer specifications for all functions and events held within the Hall such as hall-sponsored performances, special events, rentals, patrons, city personnel and outside vendors. Provides management support to the Executive Director.

MINIMUM QUALIFICATIONS: A Bachelor Degree from an accredited college or university in Public Relations, Business Administration, Finance or any field relating to management in the performing arts industry and a minimum of two (2) years of training and experience in a Performing Arts/Theatre environment; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities. Completion of a supervisory training course within one (1) year of employment is required.

SPECIAL REQUIREMENTS:

- General knowledge of the operation of public assembly facilities relative to event coordination and services.
- General knowledge of performing arts maintenance, set up and arrangement procedures.
- Knowledge and understanding of the performing arts including technical operations and equipment, stage operations, theatre jargon, and procedures necessary to present successful events of all entertainment forms.
- Knowledge of theatrical management activities including business systems, entertainment and facility contracts, space-scheduling, and ancillary services.
- Knowledge of industry computer programs including experience with arts management programs and ticketing systems.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with promoters, City officials, associates, and the general public.
- Ability to operate data entry and standard office equipment.
- Ability to understand and implement event plans.
- Ability to work closely with dignitaries highly recognized artists, and persons of high distinction or fame.
- Ability to exercise a high level of discretion with internal and external clients.
- Ability to work changing and irregular shifts, nights, weekends and holidays.

ESSENTIAL FUNCTIONS:

- Reviews contracts and coordinates planning of all events and functions and negotiates details concerning requirements and needs of artists, gathering details related to number of people, time of events and room set-up directions.

- Communicates with the artist's agent(s), management companies and performing artists via telephone or in person to implement contractual requirements, i.e., travel, hotel and orchestral details for events and functions.
- Inspects facilities before, during and after use to ensure agreed upon services and equipment are delivered and to insure that a safe environment is provided for the event or function.
- Works with house management in preparing and submitting written reports on incidents to building management in order to provide information needed to support or defend city policy and or claims for damages as related to rental events.
- Responds to inquiries from event sponsors, patrons and the general public concerning building policies, rules and regulations and other concerns that may arise.
- Serves as liaison between the hall and neighboring cultural institutions.
- Resolves emergency situations and exercises crisis management skill as needs arise.
- Schedules and oversees contractual obligation for rental events; which includes coordinating the facility, service and invoicing renters for services rendered.
- Works with departments within the organization and interdepartmentally with the City of Sarasota to satisfy insurance requirements, safety at the facility, and public satisfaction.
- Coordinates details ensuring proper implementation of procedures to produce overall success at every event.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Maintenance of effective and harmonious contacts is an essential component of this position. The incumbent interacts frequently and extensively with a wide variety of individuals and groups, including artists, artist's agents, management companies, and leaders in business, civic and cultural communities, hall patrons and others. Substantial tact and diplomatic skill are required to deal positively, credibly and effectively with the various concerns about the hall, its facility policy, and its operation.

SUPERVISION RECEIVED: Incumbent will report to and receive direction from the Deputy Director, Executive Director or designated representative. Direction will be in the form of policies, programs, and objectives to be observed and attained. Otherwise, work is performed on the basis of the incumbent's own initiative, judgment and decision.

SUPERVISION EXERCISED: Supervises volunteers, part-time employees, and contract employees, as assigned. Ability to work with others cooperatively is essentially important. Teamwork is a critically important component of this position.

PHYSICAL REQUIREMENTS: This position is office work that requires exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently. Position requires walking, stooping, bending, reaching, fingering, and standing for short periods of time. Position also requires hearing to accurately understand information at normal spoken word levels and visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.