

# **PERFORMING ARTS CENTER COORDINATOR**

**(Range 120)**

## **DEFINITION**

Performs administrative work in the planning, coordination, and implementation of special events, exhibits, and programs in the assigned Library Branch venues.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction and supervision from the Branch Manager and technical support from the General Services Director.

Exercises general supervision over assigned Scheduling Department staff.

## **RESPONSIBILITIES:**

**Essential and marginal functions and responsibilities may include, but are not limited to the following:**

1. Maximizes the use of the assigned venue.
2. Coordinates and schedules the public use of all available spaces.
3. Interprets and discusses facility use policy with potential and current users and District-wide staff and management.
4. Conducts client interviews both on- and off-site and conducts tours of facilities.
5. Supervises and assists as needed in the public use of library venues.
6. Reviews, verifies, and approves rental applications for facility use.
7. Prepares monthly report, usage schedule, and quarterly calendar information.
8. Develops, prepares, and completes a variety of forms, documents, contracts, and other paper work.
9. Supervises subordinate staff to include scheduling, training, working with staff to correct deficiencies, disciplining, and completing performance evaluations.
10. Directs and prioritizes the work of subordinate staff.
11. Maintains department record keeping and filing systems and a variety of statistical records.
12. Receives and processes payments for facility use.
13. Interacts extensively, in person, over the telephone, and via e-mail with user groups, District-wide staff and management, outside agencies, vendors, and the general public.
14. Opens and closes facilities and maintains security of building access codes and keys.

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15. Provides orientation to users and explains the proper use of facility and equipment.
16. Troubleshoots audio-visual, lighting, and audio equipment problems.
17. Generates correspondence, memos, contracts, and other materials appropriate to the Scheduling Department.
18. Sets up displays that enhance library programs, events and other offerings.
19. Cleans up after programs when necessary.
20. Completes funding requests and professional services invoices.
21. Attends or conducts department and other miscellaneous meetings at meeting sites throughout the Library District.
22. Develops and makes recommendations regarding Branch and Scheduling Department policy.
23. Performs planning, development, and implementation tasks in the coordination of a broad cultural program of activities and services centered on one or a multiple service facility.
24. Exercises decision making skills.
25. Interprets and implements Library District, Branch, and Department policies and procedures.
26. Conducts interviews with potential user groups.
27. Assists in the preparation and administration of the budget for the assigned venue to include the exploration of new monies and the preparation of grant applications.
28. Maintains adherence to the established policies and procedures.
29. Promotes cultural awareness and encourages greater patronage of the Library District and Library District venues.
30. Utilizes personal computers, automated library systems, the Internet, and e-mail.
31. Operates library and basic office equipment including but not limited to: copy machine, telephone, and facsimile machine.
32. Operates Library District vehicles.
33. Maintains a safe environment for both patrons and staff.

**Marginal Functions:**

1. Ensures completion of and submits employee leave request forms.
2. Attends and participates in professional association meetings and seminars.
3. Participates on interview panels.

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4. Performs related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Basic operation and maintenance of various theatrical and production equipment.
2. Safety issues pertaining to the Library District venues.
3. Principles and practices of cultural program planning, implementation, development, and administration.
4. Current trends in literature, arts and humanities, and community interests.
5. Report and record keeping principles and methods.
6. Basic accounting principles and methods.
7. Budget administration and control.
8. Effective supervisory methods and techniques.
9. Library District, Branch, and Scheduling Department policies and procedures.
10. Library District terminology and functions.
11. Correct English usage, spelling, punctuation, and grammar.
12. Accept and manage change and maintain flexibility.
13. Work quickly and accurately.
14. Work both independently and as part of a team.
15. Serve the customers with patience, tact, and integrity.
16. Establish and maintain effective working relationships with those contacted during the course of work.
17. Understand and follow oral and written instructions.
18. Communicate clearly and concisely, both orally and in writing.
19. Maintain the mental capacity for effective interaction and communication with others.
20. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, pushing;
  - lifting and carrying;
  - operating assigned equipment.

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21. Maintain effective auditory and visual perception needed for:
- making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Skilled in:**

1. Use of automated library information systems equipment.
2. Use of library and general office equipment.
3. Use of personal computers and associate software.

**Training and Experience:**

Bachelor's Degree in Performing Arts, Arts Management, or a related field; or five (5) years of performing arts theater work experience (some of which is at the management level) required experience with front-of-house operations required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; frequent bending, stooping, working in confined spaces; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require sound perception, color perception, depth perception, visual perception and oral communications ability.

**Environmental Requirements:**

Tasks are performed with frequent exposure to adverse environmental conditions.

**FLSA: EXEMPT**

**CBA: SUPERVISOR II**

**DEVELOPED: JULY 1, 1995**

**REVISED: MARCH 18, 1998  
JUNE 10, 1998  
AUGUST 19, 1998  
SEPTEMBER 8, 2003  
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