



## **JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**

**JOB TITLE:** Performing Arts Center Coordinator

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Administrative Support

**BARGAINING UNIT:** Supervisor

### **GENERAL SUMMARY:**

Under the general supervision of the Regional Programming Supervisor, performs administrative work in the planning, coordination, and implementation of special events, exhibits, and programs at the assigned Library District branch venues. Exercises general supervision over assigned Scheduling Department staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Performs supervision of assigned staff and volunteers including but not limited to:
  - a. Performance Coaching & Management;
  - b. Career Counseling & Development; and
  - c. Conflict Resolution.
2. Maximizes the use of the assigned venue; 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 interviews with clients and potential user groups, 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. Opens and closes facilities and maintains security of building access codes and keys.
8. 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.

9. 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; completes funding requests and professional services invoices.
10. Prepares monthly report, usage schedule, and quarterly calendar information.
11. Develops, prepares, and completes a variety of forms, documents, contracts, and other paper work.
12. Performs other duties as assigned.

### **CORE COMPETENCIES:**

- Customer Service
- Public Sector Ethics
- Program Planning, Implementation, Development, and Administration
- Budget Administration and Control

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- **EDUCATION:**

**Required:** High School diploma, GED, or equivalent.

**Preferred:** Bachelor's Degree in Performing Arts, Arts Management, or a related field.

- **EXPERIENCE:**

**Required:** Three (3) years of performing arts theater work experience, including front-of-house operations experience.

**Preferred:** Five (5) years of performing arts theater work experience, with two (2) of those years at a supervisory or management level.

- **License or Certification:**

**Required:** Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**Preferred:** N/A

- **PHYSICAL REQUIREMENTS:** Essential and marginal functions may require 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.

### **ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of basic operation and maintenance of various theatrical and production equipment.

- Knowledge of current trends in literature, arts and humanities, and community interests.
- Knowledge of record-keeping procedures and payment processing for facilities.
- Knowledge of correct English usage, spelling, punctuation, and grammar.
- Skilled in creating correspondence, memos, contracts, and other materials appropriate to the Scheduling Department.
- Ability to perform user orientations and explain the proper use of facility and equipment.
- Ability to troubleshoot audio-visual, lighting, and audio equipment issues.
- Ability to setup displays that enhance District programs, events, and other offerings.
- Ability to communicate clearly and concisely, both orally and in writing.

**DEVELOPED:** July 1, 1995

**UPDATED:** September 20, 2022