Enjoy excellent working conditions in an extraordinarily dynamic region. Small-town living with proximity to beaches, mountains, and desert. Enjoy conveniences of close-by cities like Las Vegas and Los Angeles while living in a small city of 23,000. Be on the cusp of innovation and join a college with more than $35 M in campus improvements underway.

Barstow Community College is a fully accredited two-year California community college. The single-campus district is located in the Inland Empire area of San Bernardino County. The College was established in 1959 and moved to its permanent facilities in 1964.

Barstow Community College offers on campus and off campus classes enhanced with instructional television and on-line courses available in general education and technical areas.

**EQUAL OPPORTUNITY**

The Barstow Community College District is an equal opportunity employer. The District encourages applications from all qualified individuals without regard to age, ancestry, color, religious creed, disability, marital status, medical condition, national origin, race, religion, sex, sexual orientation, Vietnam-era veteran status.

**Barstow Community College District**

Invites applications for the position of:

**Civic Center and College Event Manager**

Open until filled
First paper screening: November 3, 2016

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**Barstow Community College**

2700 Barstow Road
Barstow, California 92311

Phone: 760-252-2411 Ext 7232
Email: jobs@barstow.edu
www.barstow.edu
ASSIGNMENT
Under the direction of the College President or designee, the Civic Center and College Event Manager will plan, organize, manage, coordinate, and market events held in college facilities. Activities will include working with the City of Barstow and outside promotional agencies in drawing events to the Performing Arts Center (PAC) in support of the college and the community, planning and coordinating events, and ensuring each event is supported through proper staffing and budgeting.

REPRESENTATIVE DUTIES
- Manage and oversee all operations of the PAC and serve as the liaison for all theatre performances.
- Budget appropriate rental fees, billing, ticket prices, labor costs and other associated costs for all events. Maintain financial records of rental agreements and contracts including all revenue and expenditures.
- Process financial transactions and contract agreements through the Business Office as necessary to ensure proper billing and payment of fees.
- Schedule and coordinate all college events in the PAC and other college facilities with the performing arts faculty, student clubs, Director of Public Information, College Foundation, college administration, and other college groups and organizations (outside of college instructional classes).
- Determine the appropriate staffing and technology support for each event/production. Working closely with Human Resources, recruit and hire staff for events/productions. Working closely with Business Services, prepare and submit independent contracts for services needed during events/productions.
- Coordinate the civic and college events annual calendar. Facilitate the use and scheduling of the PAC and college facilities for events/productions, de-conflict events as necessary. Maintain a leadership role in the PAC’s operation.

See job description for a complete listing of duties and responsibilities.

EDUCATION AND EXPERIENCE
Bachelor’s degree from an accredited institution of higher education in performing arts, business, marketing or related field AND at least 4 years of experience directly related to event planning and marketing or equivalent. Years of experience in related business, marketing, or performing arts environment can substitute for some education.

Desired Qualifications:
Experience in operating a community business; Experience in Business, Marketing, and Accounting; Experience in Public Relations and networking

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college.

Licenses: Valid California driver’s license

KNOWLEDGE OF:
Federal, state, and local laws, codes, and regulations as they pertain to contracting civic events; Operations, services, and activities of Civic and College events; Facility scheduling procedures and fee structures; Financial reporting and record keeping; Marketing and Advertising strategies; Basic principles and practices of budget preparation and administration; Preparation of contracts and contract terminology; Lighting, sound, and stage equipment; Computer software applications and the ability to apply administrative technologies; Principles and practices of administration, supervision and training; Report and handbook development procedures; District policies and procedures; California Community College mission.

ABILITY TO:
Plan, organize, and coordinate events with outside agencies, community and college; Articulate clearly; Network and negotiate; Select, train and supervise assigned personnel; Analyze situations accurately and adopt an effective course of action; Operate a variety of office equipment including a computer; Prepare contracts and agreements; Prepare reports; Maintain records, files, and databases; Handle sensitive and complex issues; Facilitate group processes with consistency and tact; Provide advice to administrators/faculty; Exercise independent judgment and initiative.

APPLICATION PROCEDURES
Interested applicants must submit:
- Letter of Application to include, but not limited to, information on related knowledge and experience specified in the job description.
- Completed District Application for Academic or Administrative Positions
- Résumé
- Unofficial copy of transcripts verifying educational degrees (official transcripts required upon offer of employment).
- A list of at least 3 references with contact information.

Above materials are to be submitted to the:
Human Resources Office, Barstow College, 2700 Barstow Road, Barstow, CA 92311
Or Emailed to: jobs@barstow.edu

Visit www.barstow.edu for an application and job description.

You may contact Human Resources if you have any questions at (760) 252-2411 Ext. 7232 or Email jobs@barstow.edu.

All application materials will be evaluated by a qualified screening committee. Applications will be evaluated, taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities. A select group of candidates will be invited for an oral interview and teaching demonstration with the selection committee. Meeting the minimum qualifications does not assure the candidate an interview. Final interviews will be conducted by the District President.

PLEASE NOTE: Incomplete applications will not be considered. Faxes will not be accepted. Resumes will not be accepted in lieu of a District application. Any application, resume or other materials submitted for employment at Barstow College will become the property of the District, and will not be returned to the applicant. The Barstow Community College District reserves the right to reopen, re-advertise or to delay the filling of any position.