

# BARSTOW COMMUNITY COLLEGE

## JOB DESCRIPTION

### CIVIC CENTER AND COLLEGE EVENT MANAGER

#### **BASIC FUNCTION:**

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. **E**
- < Market, negotiate, and administer performances, productions, and community events. Prepare performance and facility contracts, subcontracts, invoices, hold harmless agreements, and insurance certificates as required. **E**
- < 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. **E**
- < Process financial transactions and contract agreements through the Business Office as necessary to ensure proper billing and payment of fees. **E**
- < 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). **E**
- < 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. **E**

- < Supervise, manage, and train all permanent and temporary staff assigned in performing support work of events/productions. Supervise and train volunteers used in support of events/productions. Coordinate grounds and custodial services for events/productions with the Director of Maintenance and Operations. Coordinate IT support for events/productions with the Director of Information Technology. Maintain a supervisory presence for all events/productions (outside of college instructional classes). **E**
- < Manage and oversee the testing, maintenance, and operation of PAC equipment and facilities. Arrange for maintenance and repair services as required. **E**
- < Coordinate with the Director of Public Information, College Foundation, Promotional Agencies, and City of Barstow in advertising and promoting civic events/productions. **E**
- < 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. **E**
- < Develop, implement, and update policies and procedures for the scheduling, use, and operations of the PAC. **E**
- < Develop and oversee the sales and marketing plan which generates enough revenue to support the PAC's annual operations, including labor and maintenance costs. **E**
- < Serve on pertinent College committees.
- < Perform other work related duties as may be assigned.

## **KNOWLEDGE AND ABILITIES:**

### **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.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree from an accredited institution of higher education in performing arts, business, marketing or related field with at least 4 years of experience directly related to event planning and marketing or equivalent.

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
3	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
3	Ability to operate office equipment.

**CONDITIONS OF EMPLOYMENT:**

A full-time, 12-month, classified management position (Range 14). This position is subject to evenings hours and weekends.

**Board Approved 9/10/2014**