



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	4	

JOB TITLE	CONTRACT REFERENCE
Auditorium and Events Coordinator	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Director of Community Education	January 2019

JOB SUMMARY

To oversee and manage all aspects of the district auditorium including coordinating usage, workers, scheduling, training, maintenance and repair. To oversee marketing and outreach to the community as it relates to the auditorium, facilities and Community Ed programs. To coordinate Fridley Community Theatre including budget oversight.

TASK NO.	FRE- QUENCY	BAND/ GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Auditorium Oversight	
	Interview, train, hire student workers under the direction of Director of Community Education	1% B2
	Schedule workers for set up, run, maintenance, sound and lighting for events and meetings	2% B2
	Conduct monthly meetings with student workers for on-going training, communication, reviewing schedules, and issues	1% B2
	Develop rubric for evaluating workers and conduct formal evaluation annually to be submitted to Director of Community Education	1% B2
	Serve as liaison between district facilities, technology, and administration regarding operation and maintenance of the auditorium	2% B2
	Communicate with event contact persons as to needs regarding operation and equipment for auditorium use & rentals	2% B2
	Maintain records with regards to usage, workers, repairs, improvements & needs for budgeting	1% B2
	Monitor and report all issues in auditorium to Director of Community Education in a timely manner for effective problem solving	1% A1/B2
	Coordinate and cross check weekly schedules with high school calendar and community center	1% B2

JOB TITLE

Auditorium and Events Coordinator

CONTRACT REFERENCE

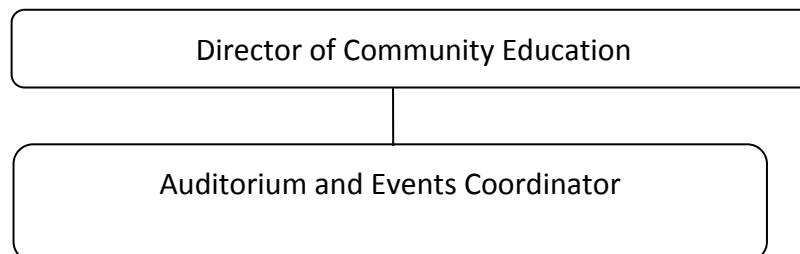
Individual Contract

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	Manage equipment including inventory, upgrades and maintenance	2%	B2
	Set up stage/equipment for activities and rentals and providing technical support	30%	B2
	Oversee educational components related to the auditorium including District fine arts activities and youth enrichment offerings	20%	B2
	Develop and coordinate an Auditorium Enhancement Fund campaign	5%	B2
2.	<ul style="list-style-type: none">• Work with the Facilities Coordinator on marketing efforts to increase revenue and use of space in district buildings with special attention to the district Auditorium• Meet with major event and theater event users to ensure clear communication and expectations with staff and users• Resolving building use related issues and problems	15%	B2
3.	Develop community connections both internally and externally	5%	B2
4.	Grant writing as appropriate	1%	B2
5.	Coordinate Fridley Community Theatre including budget oversight	10%	B2
6.	Assume other responsibilities as requested by the Director of Community Education	%	N/B

QUALIFICATIONS (Specific training or job experience required before appointment)

1. Background in theatrical design, production and safety
2. Knowledge of light and sound systems
3. Experience in supervision of workers including hiring, training, and management
4. Ability to relate and communicate with staff, students, and community members
5. Budget oversight experience
6. Training and instruction skills
7. Organizational skills
8. Teaching license preferred

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

JOB TITLE

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Individual Contract

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DIRECT SUPERVISION**INDIRECT SUPERVISION****WORK DIRECTION****ADVISE/INFORM**

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move 50 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.