

PROGRAM COORDINATOR, CULTURAL ARTS CENTER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work which involves the management, marketing and use of a cultural arts center. The incumbent will be responsible for overseeing the operation of the facility as well as promoting events and programs to community groups, schools, town sponsored programs and events as well as private rentals. The work is performed under the supervision of the Director of Parks and Recreation. Supervision is exercised over seasonal workers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director of Parks and Recreation in the planning and coordinating of events scheduled at the center;

Keeps programs and activities up to date and pertinent to the times;

Promotes facility events and programs to community groups, schools, etc.;

Trains and assists in the direction of seasonal staff at the facility;

Manages and follows up on the event bookings for the facility;

Plans, develops and implements a continuous program of public relations with community groups, etc.;

Manages inventory for programs and events and submits orders/requisitions based on budget when needed;

Maintains records and prepares reports;

Maintains cleanliness of facility, supplies, equipment and reports repairs as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of community relations; good knowledge of the programs, activities and services offered by public and private agencies and community groups; good knowledge of techniques to interface with and establish cooperative and effective relationships with members of the community; ability to promote, plan and organize community-based programs and events; ability to plan, supervise and coordinate the work of others; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher and two (2) years of work experience which involved significant coordinating responsibilities as demonstrated by management or supervisory duties, or responsibility involving considerable public contact* and/or interpersonal relations; or
2. An Associate's degree and four (4) years of work experience which involved significant coordinating responsibilities as demonstrated by management or supervisory duties, or responsibility involving considerable public contact* and/or interpersonal relations.

NOTE: *Public contact shall be defined as direct contact (i.e., in-person or telephone interactions) with clients, customers or members of the public that involves persuasion, negotiation, counseling, gathering, disseminating, or clarifying information, and inspection activities that include contact with individuals or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.