

Job Title:	CULTURAL ARTS BUILDING (CAB) Coordinator	Reports to:	Superintendent
FLSA status:	Exempt/Non-Exempt	Supervisor duties:	Student Workers
Classification:	Certified/Classified	Approved on:	10/13/2020
Position Summary:	Oversees and coordinates the day-to-day operations of the Cultural Arts Building including promoting activities and services of the CAB; implements program goals and objectives; oversees box office operations; responds to a variety of questions and inquiries regarding the CAB; and provides highly responsible and complex staff assistance to the Cultural Arts Building.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Oversee and coordinate the Cultural Arts Building day-to-day operations and activities including promoting the CAB to outside agencies.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing Cultural Arts services; implement policies and procedures.
- Monitor program performance; recommend and implement modifications to systems and procedures.
- Promote and coordinate specific activities within the Cultural Arts Building program; prepare program event and facility marketing material including news releases, flyers, schedules of events, pamphlets, and brochures.
- Oversee all data input into the financial software system; interface with outside accountant; assist in creating budgets, reports, and budget tracking systems; administer petty cash account; transfer budget information into the Districts financial format as necessary.
- Supervise and maintain all box office operations including staffing, data input, software and computer maintenance, scheduling and reporting; train assigned employees in their areas of work including cultural arts building methods, procedures and techniques.
- Represent the Cultural Arts Building and serve as liaison to outside agencies, producers, and artists regarding usage and/or rental of facilities and equipment; provide information and assistance to users of the CAB; oversee and administer contracts for usage.
- Create and maintain the scheduling of the Cultural Arts Building; coordinate janitorial services for the CAB.
- Serve as the Cultural Arts Building's safety manager including monitoring compliance with all safety and emergency policies and procedures; coordinate all fire and safety inspections; interface with Risk Manager, Maintenance, Superintendent, and all safety and emergency personnel as necessary.
- Coordinate with City personnel and outside vendors regarding upkeep and maintenance of all facility equipment and furnishings including computer and software programs and routine maintenance of copy machine, fax machine, and other associated furnishings.
- Serve as the liaison with the Cultural Arts Building Web Master; update and maintain the CAB's website as necessary.
- Research, write, and track all grants and requests for sponsorships including CAB grants, Share the Arts grants, and various other grants from individuals and corporations.
- Assist in producing and coordinating a variety of events and productions at the Cultural Arts Building including anniversaries, youth festivals, international events, New Year's Eve production and other productions as needed to help fulfill the Cultural Arts Building's mission.
- Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions
- Ability to respond appropriately to inquiries or complaints
- Ability to read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets
- Experience providing job-embedded professional development such as mentoring or coaching students
- Ability to communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- Ability to hear, speak, read, record, and explain information, communication adequately
- Ability to maintain a collected behavior in stressful situations
- The ability to develop and maintain positive relationships with parents, students, and professional staff
- Ability to maintain confidentiality and professionalism
- Ability to structure own time and manage multiple priorities
- Demonstrated strength in organization, communication skills and efficiency in meeting deadlines

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in arts, business administration, or a related field.
- Effective communication, collaboration, and interpersonal skills for building an environment with common instructional focus, promoting initiatives, and conveying expectations
- Experience in consultation/collaboration activities & working knowledge of technology and technology applications
- Three years of increasingly responsible arts management experience including one year of administrative responsibility.

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, and walk. The employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 25 pounds.

WORK ENVIRONMENT:

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.