

Range	24
Hours/day	Varied
Hours/week	5 + Performances
Months	Academic Year

**SHASTA - TEHAMA - TRINITY
COMMUNITY COLLEGE DISTRICT**

JOB TITLE: Theatre Events Coordinator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To organize, coordinate, and oversee the events and activities of the theatre and amphitheater. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification direct and oversee the work of others including student employees. This job class coordinates a variety of financial and budgetary activities, operations and transactions as well as a variety of scheduling duties in support of theatre productions.

SUPERVISOR: Center Director

TYPICAL DUTIES:

- Organizes, coordinates, and oversees the events and activities of the theatre.
- Coordinates financial and budgetary activities, operations, and transactions related to theater events and operations.
- Hires, trains and supervises student ushers.
- Hires, trains and supervises the Box Office manager
- Handles all front-of-house functions for theater events (e.g., concessions, tickets, seating, decorating, etc.).
- Orders roll tickets, makes arrangements with the Business Office regarding ticket and money handling, and oversees deposits and distribution of box office revenues
- Prepares charge-backs to Foundations and event organizers for front-house services.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Ability to:

- Effectively plan, organize, and schedule theatre events.

EMPLOYMENT STANDARDS: (Continued)

- Learn, interpret, and successfully apply District policies, procedures, rules, and regulations under limited supervision.
- Direct, oversee, and prioritize the work of others

Ability to: (Continued)

- Communicate tactfully and effectively in both oral and written form.
- Accurately perform mathematical calculations
- Prepare accurate records and files.
- Prepare reports and correspondence related to assigned activities.
- Quickly and accurately identify problem situations or areas, analyze probable causes, and take appropriate action.
- Accurately estimate quantity of supplies, materials, and resources needed for theatre events and activities
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION/EXPERIENCE:

- Training and education equivalent to an Associate of Arts Degree in Theatre or Business Management.
- Experience overseeing activities of similar size unit equivalent to 1 year.