

Arlington School District No. 16
Job Description

JOB TITLE: Byrnes Performing Arts Center Coordinator

CLASSIFICATION:	Exempt Classified
LOCATION:	District Office
REPORTS TO:	Executive Director of Operations
HOURS:	8 hrs. day / 220 days

SUMMARY: The PAC coordinator, in cooperation with the Executive Director of Operations, is responsible for the overall scheduling, coordination, operation, and supervision of the theater facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Receives all requests for use of the theater; consults with and advises prospective users regarding plans and requirements for events; provides information regarding rental costs; approves or rejects each request
- Coordinates with building staff and departments on scheduling of events; maintain master schedule; establishes schedule for the opening and closing of the complex
- Recruits, selects, supervises, and schedules work assignments for staff who provide technical assistance and supervision during events
- Interprets and enforces all District rules and regulations regarding facility use and safety
- Develops, prepares, and maintains administrative reports and records necessary to provide information for billing costs, fees, and other financial transactions regarding theater use; reviews and approves timesheets for employees
- Responsible for facility maintenance scheduling, i.e., work order for facility up-keep and repairs
- Establish cooperative working relationships and maintain high standards of professionalism and diplomacy in dealing with the public, and District staff
- Ability to work cooperatively with building staff in team environment
- Ability to effectively schedule theater events
- Ability to use a District computer and scheduling, word processing, and spreadsheet software
- Ability to direct the work of theater's technical support staff
- Ability to work independently with minimal supervision
- Other duties as assigned

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

Associate degree preferred; will also consider experience working in a theater environment in an administrative capacity in lieu of an associate degree.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State Driver's license

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business manuals, technical procedures, laws, or governmental regulations. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from administrators, students, parents, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages, and totals and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical or complex problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS AND ABILITIES:

- Knowledge of computers and software, including word processing, spreadsheet, database, and scheduling programs
- Knowledge of basic accounting principles and budgeting, and financial record keeping; correct spelling in written communication
- Skill to read and interpret rules, laws, and policies, and apply them with good judgment in a variety of situations
- Ability to handle confidential matters and information in a professional manner
- Ability to communicate effectively with coworkers, staff, parents, and the public
- Ability to organize, set priorities, meet deadlines, attend to detail and follow through on assigned tasks
- Ability and willingness to upgrade skills to maintain the highest level of efficiency and high-quality work

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 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 employee is regularly required to sit, and frequently required to walk or stand. The employee will occasionally bend or twist at the neck and trunk while performing the duties of this job; lift and carry objects weighing up to 25 pounds a distance of 100 feet; and use the hands to handle, finger, or feel objects, tools, or controls. Successful performance requires specific vision abilities that include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Typically, the work may be performed in an office or field environment; the noise level in the work environment is moderate. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.