

# ARTS & EVENTS COORDINATOR

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Position code: 1456

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 352

Location: Parks & Recreation

Approval Date: 2023

## **General Description of Duties**

This position is responsible for the planning, coordination, implementation and evaluation of Town-sponsored community-wide special events, performing arts programs, community events permitting, receptions, grand openings, ground breakings, ribbon cuttings, employee recognition events, and similar programs for the Parks & Recreation Department.

## **Distinguishing Features of the Class**

This position is responsible for the development and implementation of community-wide special events, concerts and other performing arts programs, community events permitting, receptions, grand openings, ground breakings, ribbon cuttings and similar functions for the Parks & Recreation Department. The position will work with Parks & Recreation staff, other Town departments, volunteers and other organizations or entities necessary for the success of the event. The position supervises intermittent Arts & Events staff and volunteers, and reports to the Arts & Events Manager.

## **Job Duties & Responsibilities**

Plans, implements and evaluates all aspects of community-wide special events, receptions, ground breakings, grand openings, ribbon cuttings and similar functions.

Manages performing arts rentals from initial inquiries through invoicing. Responds to rental inquiries in a timely, effective and proactive manner and follows up with interested renters to set venue tours with potential clients.

Manages the Mooresville Performing Arts Center (MPAC) and Liberty Park calendars, including the scheduling of performances, community and business rentals, special events and community groups. Works with the Charles Mack Citizen Center (CMCC) Manager to schedule Joe V. Knox Auditorium at the CMCC.

Attends technical week rehearsals to supervise and assist in the technical aspects of the performance.

Coordinates and administers the community events permit program.

Coordinates and implements employee recognition activities and events as requested.

Coordinates with event contractors and vendors.

Assists guest designers and artists with technical matters.

Supervises and assists with set and stage construction and oversight.

Orients facility renters to the venues they have secured with a special emphasis on technical components and safety.

Monitors the condition of equipment including lighting, sound, and rigging equipment. Arranges for the repair and replacement of equipment within budgetary constraints.

Researches new events and performing arts program opportunities, and implements as directed.

Actively participates in staff committees as necessary.

Advises production managers and lighting and sound designers on the technical specifications, cost and usage of technical equipment.

Oversees recruiting, training and assignment of student, volunteer or paid staff for individual shows.

Establishes and maintains effective working relationships with co-workers (subordinates, supervisors, peers, other departments), volunteers, outside contractors, vendors and the general public.

Performs other duties as assigned.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills & Abilities**

Ability to plan, coordinate and manage events of all sizes.

Experience with the technical aspects of performance arts facilities including an in-depth understanding of lighting and sound systems, equipment, set-ups, safety and security programs, or ability to learn systems within six months of hire.

Ability to respond effectively to sensitive inquiries or complaints. Ability to professionally communicate orally and in writing.

Comfortable and competent in making presentations or announcements to large groups.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to effectively work without direct supervision in a network of people and projects.

### **Physical Requirements**

While performing the duties of this job, the employee is frequently involved in some combination of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and hearing. Hand and finger dexterity is required to operate equipment. This position involves heavy work requiring the employee to exert up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects. Lifts and carries heavy equipment and/or materials (up to 50 pounds) to perform assignments.

Must possess the visual acuity to prepare and analyze data, extensive reading, and visual inspections to determine accuracy, neatness and thoroughness of work assigned.

### **Minimum Education and Experience**

Associate degree in Parks & Recreation, Performing Arts or Theatre, and two years of experience planning and implementing large-scale special events, or an equivalent combination of education and experience. Experience contracting with performing artists preferred.

### **Special Requirements**

Possession of a valid North Carolina driver's license.

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