



COORDINATOR OF FACILITIES AND PERFORMING ARTS CENTER

PRIMARY FUNCTIONS:

Under the direction of the Assistant Superintendent of Administrative Services, performs a variety of administrative and professional duties related to oversight for the planning, organizing, and coordination of the various aspects of the district's facilities; has direct oversight of the performing arts center; plans and coordinates the improvement; serves as a liaison between district personnel and outside agencies; conducts a variety of analytical studies and prepare reports; supervises and evaluates the performance of assigned personnel.

GENERAL DUTIES AND RESPONSIBILITIES:

- Facilitate the development of goals, objectives, processes, standards and procedures regarding performing arts centers and their events..
- Monitor staff coordination, planning and presentation of stage production activities.
- Oversee the supervision, maintenance, inspection, and regular certification of rigging and theatrical equipment (house lighting, sound equipment, etc.)
- Enforce stage material handling procedures
- Oversee the development and maintenance of safety, operations, standards and practices.
- Oversee the preparation and maintenance of school facilities performing arts centers' master calendars of events
- Develop and manage the process for approving and denying facility requests.
- Provide communication and information to school staff and outside agencies regarding the reservation and scheduling and use of District facilities.
- Apprise site administration and office staff of current and future facility usage; provide technical expertise and information to administrators regarding assigned functions and participate in the formulation of policies, procedures and programs.
- Review and recommend contracts, leases and other agreements for district facilities.
- Prepare and maintain a variety of records and reports related to facility use such as invoice preparation, billing, fee collection, reconciliation of accounts, etc.
- Responsible for the inspection of facilities and requests of all regular and specialized facility repairs.
- Plan, organize, train, assign, supervise and evaluate the work of assigned staff.
- Keep accurate schedule of use of facility weekend activities; assign and monitor work to custodial and security staff for special activities as needed.
- Plan and conduct training students and volunteers as required.
- Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Serve as a liaison between district personnel and outside agencies regarding facilities planning.
- Participate in facility planning and construction meetings.
- Establish procedures and takes precautions against vandalism and theft.
- Conducts tours of facilities for prospective clients and provides estimated costs; prepares, negotiates, and signs contracts.

- Conduct facility inspections before, during, and after permits to ensure compliance with rules of use.
- Maintains and monitors database and tracking systems for all facility use applicants.
- Oversee marketing and promotion of district facilities.
- Travels between various sites to meet with individuals and organize facility use activities.
- Other related duties and responsibilities consistent with the primary function may be assigned.

REQUIRED QUALIFICATIONS:

Education:

- Associate degree with college level course work in business, performing arts, vocational studies or related field.

Experience:

- 5 years of fulltime paid experience in the operation of a public facilities (eg ground, theater).
- 3 years of experience working with performing arts (*preferred*).
- 3 years of experience working with students (*preferred*).

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Standards and practices of a professional theatrical environment
- Maintenance and operations of theatrical technical equipment, safety guidelines, budgetary allocation,
- Facility scheduling protocols and their application to public buildings and educational facilities.
- Applicable sections of the State Education Code and other applicable laws.
- Principles and practices of effective crowd control, security, and risk management practices.

Ability to:

- Support the District's commitment to providing a safe environment in performing arts facilities
- Comply with the District's customer service standards, as outlined in Board Policy
- Speak, read, and write in English fluently at a professional level
- Write reports and business correspondence
- Work with diverse populations
- Read, analyze and interpret assessment data, professional periodicals, professional journals, technical procedures, or governmental regulations/codes/policies
- Effectively present information and respond to questions from teachers, students, families and the general public as necessary in a professional setting
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Operate a computer, including word processing, data management software, student information systems, and online virtual platforms.
- Learn various computer operations and software required for the management of student information and integration of technology in classroom instruction
- Establish and maintain effective relationships with students, peers, and families in oral and written communication
- Maintain confidentiality of all sensitive communications
- Work with a minimum of supervision and apply interpersonal skills using tact, patience and courtesy
- Analyze situations and plan corrective actions as well as adapt to changes in daily responsibilities
- Maintain accurate records and reports
- Read, interpret and apply rules and procedures
- Maintain possession of a valid California Driver License.

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

Employees in this position must have the ability to:

- Stand and sit for extended periods of time
- See and read printed matter with or without vision aids
- Hear and understand speech at normal levels
- Speak English so that others may understand at normal levels
- Hear and speak to exchange information and make presentations
- Stand, walk, stoop, twist bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 20 lbs. to waist height
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance
- Work interdependently and convey an understanding and patient attitude toward staff, students, parents and members of the community
- Maintain the privacy of confidential information
- Work in a school and/or office setting

WORK ENVIRONMENT

Position may require irregular schedule involving both night and day shifts; may be required to respond to emergency maintenance needs. The primary work location is an indoor setting with students, staff, and the members of the public will occur. Noise levels in this setting range from quiet to moderate. The employee travels between different facilities across the district. Assignment will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex. Outdoor work overseeing facilities may also occur.

Board Approval: May 16, 2022

Formal Review: May 9, 2022

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EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed