



Job Description

Job Title:	Arts Outreach Coordinator	Grade:	J
Department:	Arts and Communication	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Coordinates various aspects of planning, presenting and supporting an annual multi-faceted celebration of literature, art, music, film and culture at Central Piedmont Community College.

Characteristic Duties and Responsibilities:

1. Coordinates main stage festival related events in the Halton theatre; develops and implement a detailed logistical plan for each event including a timeline for activities; develops and executes a staffing plan for each event including employees and vendors.
2. Performs supervisory duties for assigned staff, including hiring, training and termination.
3. Coordinates other festival events, lectures, workshops and clinics; organizes required catering services, room set-up and communication equipment set-up.
4. Works with Marketing Services in the creation of internal and external promotional materials for events.
5. Negotiates contracts and manages vendor relationships.
6. Negotiates and coordinates air and hotel contracts for event artists.
7. Develops a budget for each event for approval by the Festival Executive committee; manages expenses to ensure budget goals are met.
8. Serves as a voting member on the Festival Executive Committee; presents plans, budgets and reports for each event to the committee for discussion and approval; provides status updates to the Committee as necessary.
9. Serves as a liaison to the festival subcommittees; represents the Executive Committee at the subcommittee meetings; assists in the development of event proposals, budgets and recommendations from the subcommittee.
10. Serves as a liaison to Marketing, Community Relations and the CPCC Foundation; assists in the development of event sponsors and donors.
11. Serves as a liaison to Student Life, the Halton Theatre operational staff and the festival-related academic divisions to coordinate student logistical learning components.
12. Performs other duties as assigned.



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Reporting Relationships:

Direction Received: Reports to the Associate Dean, Arts & Communication

Direction Given: Responsible for directing and monitoring work of part-time staff and contracted vendors

Minimum Requirements:

Requires knowledge of standard procedures in a field requiring comprehensive training typically acquired through attainment of a bachelor's degree in arts, communication, event planning or related field; one year of directly related experience.

Knowledge, Skills, Abilities and Worker Characteristics:

- Excellent written and oral communications skills
- Strong listening and questioning skills
- Ability to make presentations
- Excellent organizational and time management skills
- Ability to manage multiple tasks and/or projects

Working Conditions:

Typical office environment; infrequently lifting and carrying objects up to 10 lbs.; some bending or twisting at the waist, kneeling and stooping; frequent traveling between buildings on campus and between campuses; speaking and listening when interacting with others either in-person or by telephone; may stand for prolonged periods of up to 3 hours