



## Job Description

<b>Job Title:</b>	Arts Programming Coordinator	<b>Grade:</b>	J
<b>Department:</b>	Performance Facilities/Services Corporation	<b>FLSA:</b>	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:**

Performs a variety of standard to moderately complex tasks to provide support for the operations of College Festival events (Sensorial), CPCC Gallery Spaces and other College and/or performance related events.

### **Characteristic Duties and Responsibilities:**

1. Assists with the coordination of College festival events.
2. Coordinates festival events, lectures, workshops and clinics; organizes external vendor services such as catering, staging and sound.
3. Serves on festival committees; assists in the development of event proposals, budgets and committee recommendations.
4. Assists with the negotiation of contracts and management of vendor relationships.
5. Serves as a performance facilities liaison to Student Life and festival academic divisions to coordinate student participation and learning.
6. Assists with supporting and maintaining the art galleries.
7. Other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Director of Operations, Performing Arts

**Direction Given:** No authority or responsibility for the supervision of other employees

### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution in Arts or related field and 6 months of work related experience



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### **Knowledge, Skills, Abilities and Worker Characteristics:**

Principles and practices of program management

Methods and techniques of program development and evaluation

Methods and techniques of program marketing and publicity

Computer technology and application

Oral and written communication skill

Ability to work in a collegially diverse environment

### **Working Conditions:**

Typical office environment