



Position Title: Program Specialist, MDC Live!
Reports To: Executive Director, MDC Live!
Department: MDC Live!
Prepared By/Date: Donna French/10-26-2011
Approved By/Date: Lula Rodriguez/01-10-2012
Revised:

Job Code: 4181
Job Group: SNE
Salary Grade: 12
FLSA Status: Non-Exempt

Summary:

This position provides support services to the Executive Director in the areas of office management, grant management, contract management, event logistics, educational residencies and box office management.

Essential Duties and Responsibilities:

- Processes all required paperwork to ensure maintenance of general office accounts and timely payment for services
- Assists the Executive Director in creating and maintaining agreements for services for all artists, technical personnel, venues, sponsors and contractors
- Arranges artist travel itineraries, hotel reservations, local ground transportation and catering
- Works with the venue and production staff to ensure all arrangements of each production are met and completes work orders for space and equipment, where appropriate
- Maintains ticketing systems and accounts, establishes show builds with said ticketing systems and manages will-call at performances where applicable
- Assists with research, planning, and logistical support for residency activities with Miami Dade College faculty and students, Miami based artists, community-based organizations, and the MDCPS system
- Assists the Executive Director with assembling grant applications and reports
- Maintains schedule of interim and final reports, and compiles anecdotal and statistical information for final reporting purposes
- Coordinates and maintains contact databases
- Provides general office support including answering main telephone line for MDC Live!
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess Microsoft Office application skills
- Possess strong administrative and organizational skills
- Ability to perform multiple tasks and manage multiple priorities
- Ability to meet deadlines and work independently
- Possess strong accounting and record-keeping skills
- Possesses excellent verbal communication and writing skills
- Knowledge and familiarity with the performing arts field
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work in a multi-ethnic and multicultural environment with students, faculty, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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 frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate’s Degree from a regionally accredited institution and four (4) years of experience in responsible administrative and clerical work, or any combination of education and experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name