



<b>Position Title:</b>	Tower Theatre Coordinator	<b>Job Code:</b>	4186-00E
<b>Reports To:</b>	VP Advancement & Cultural Affairs	<b>Job Group:</b>	PENC
<b>Department:</b>	Tower Theatre	<b>Salary Grade:</b>	12
<b>Prepared By/Date:</b>	Jennifer C. Brito/07-2008	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Vivian Rodriguez/07-2008		
<b>Revised:</b>	Jennifer C. Brito/05-07-2009		

### **Summary:**

The Tower Theater Coordinator will coordinate the annual programming schedule of activities and events for the Tower Theater. This position is responsible for ensuring appropriate scheduling and coordinating of employees and volunteers based on need per the Theater's calendar of events. These activities include, but are not limited to coordinating and training employees and volunteers, as well as strong administrative responsibilities to manage all internal and external users of the facility.

### **Essential Duties and Responsibilities:**

- Maintain and establish all policies and procedures, objectives, safety and environmental standards as set forth by Miami Dade College and the City of Miami
- Communicates policies and procedures to all staff and users of the Theater
- Prepares and manages annual operating budget and all program budgets associated with the Theater
- Develops programming, either self-produced or in co-sponsorship with external agencies and community organizations
- Coordinate all rental activity (internal or external) for the Theater, both in seeking activity and responding to rental queries and requests in a timely manner
- Submits to internal/external users appropriate rental information, estimates, contracts, invoices, reconciliations, etc on a timely basis
- Administers the terms of rental contracts, including staffing and personnel, work orders for needed items and equipment; proper venue set-up and stage requirements, box office and concessions reconciliation, insurance riders, etc.
- Schedules vendors to supply Theater with needed items and to make appropriate repairs when needed
- Orders and inventories all supplies, paper goods, concessions items and equipment needed at the Theater, as well as ensures that all equipment is maintained in proper working order
- Receives guests' complaints, comments, and questions during events
- Ensures that proper incident reports are written and submitted (per occurrence) to the proper authorizing official(s), and that issues are responded to as soon as identified, and that appropriate follow-up action is taken, documented and reported to the Director and Vice Provost for Cultural Affairs
- Coordinates with all users of the Theater to ensure that all scheduled events have correct information and that all needs of the user have been addressed
- Participates in weekly staff meeting with the Director and Vice Provost of Cultural Affairs in order to give timely updates and secure authorizations
- Represents the goals, objectives, and interests of the Tower Theater at any appropriate College/civic meetings when invited
- Sets expectations and communicates any modifications to job duties for all Theater staff, due to specifications of the event

- Addresses and documents any staff performance issues
- Performs other related duties as assigned

**Knowledge, Skills and Abilities:**

- Thorough, detail oriented, and highly organized.
- Strong leadership and interpersonal skills to manage staff in accordance with applicable College policies and procedures
- Ability to set, achieve and demonstrate high level of guest/employee service standards
- Demonstrate diplomacy and have the ability to establish positive relationships with all internal/external users, staff, management, etc.
- Ability to apply established policies and procedures while also exercising judgment in the event circumstances require a deviation from policy (i.e. for safety purposes)
- Proven ability to meet tight deadlines and manage multiple priorities
- Must have a demonstrated record of consistently achieving high customer satisfaction
- Must have a record of reliable attendance and work standards
- Must have excellent office clerical, budget management and bookkeeping skills
- Demonstrate proficiency using database programs such as Microsoft Access, Excel and Word, as well as basic familiarity with different types of ticketing software
- Ability to work effectively and independently in a multi-ethnic/multi-cultural 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:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

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

- Bachelor’s degree and three (3) years of experience in theater or arts programming and organizing events

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name