



Position Title:	Part-Time Theater Administrative Coordinator	Job Code:	8349
Reports To:	Theater Manager	Job Group:	Class-R
Department:	Tower Theater	Salary Grade:	CT
Prepared By/Date:	Jennifer Brito/08-16-2010	FLSA Status:	Non-Exempt
Approved By/Date:	Jaie Laplante/06-30-2011		
Revised:	Donna French/06-28-2011		

Summary:

This position provides administrative and operational support to the Theater Manager and is responsible for the security of the facility.

Essential Duties and Responsibilities:

- Provides support to the Manager in a number of clerical and administrative functions
- Supervises the safety of Art Exhibits and crowd control at special events
- Closes the theater at the end of the daily screenings
- Receives incoming telephone calls, takes messages and provides detailed information to the general public
- Accepts application forms from third parties for the use of the theater
- Accesses, inputs and retrieves information from computer
- Submits previously approved information to web site administrator and to the theater's calendar; makes signs for special information
- Types routine contracts and correspondence
- Accompany the B.O. cashier to make deposits at College's Bursar
- Delivers outgoing mail and parcels; receives and delivers supplies and paperwork
- Supervises volunteers when needed
- Assists the technician in simultaneous tasks to be accomplished by him during complex events
- Requests renters and/or co-sponsors of approved events for their activities' work orders and assists in executing them
- Tears admission tickets and sells products at concession area
- Acts in place of the Manager in his/her absence
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to understand and carry out instructions and to complete work assignments
- Possess knowledge of Microsoft Office (Word, Excel, Power Point, Publisher) applications
- Ability to produce electronic information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics
- Ability to work in a team environment
- Possess excellent organizational and creative skills
- Possess effective bi-lingual communication skills in both English and Spanish
- Ability to provide excellent telephone and customer service skills
- Ability to project a positive image of the College and its programs
- Ability to perform monetary transactions
- Ability to apply College security rules and regulations
- Willing and able to work any emergencies
- Ability to provides transportation and operate a motorized vehicle
- Ability to lift up to 50 pounds
- Ability to work a flexible schedule including evenings and weekends
- Ability to work well in a multi-ethnic and 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.

The employee must occasionally lift and/or move up to fifty (50) pounds.

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 two (2) years of related experience
- Possess a current valid Florida State driver license

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name