

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Performing Arts Program Coordinator I and II
DEPARTMENT: Recreation
REPORTS TO: Various

SALARY GRADE: 14 & 15
FLSA STATUS: N
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Develops, implements and oversees a wide variety of participatory performing arts programs, including classes and camps, which culminate in public performances.

ESSENTIAL JOB FUNCTIONS:

Administers the Performing Arts Education Programming, which includes camps and classes for youth and adults, including developing program ideas, program content and curricula, identifying paths and resources for program expansion and improvement, and developing and refining policies and guidelines for program personnel and operations

Produces a variety of public performances and special events that are the culmination of the performing arts programs. Coordinates events and programs, including: hiring paid creative staff and performers; recruiting volunteers; selecting show content; writing or approving marketing materials; obtaining performance venues; arranging for box office and house operations; preparing budgets; obtaining licenses; and ensuring compliance with applicable laws and regulations.

Directs various performances for the department's camp and classes including assigning performance roles, developing production and rehearsal schedules, supervising creative staff, conducting rehearsals, and mentoring participants and staff.

Oversees publicity for the performing arts program; creates marketing materials including press releases, promotional postcards, print materials, brochures, web content, and presentations.

Carries out supervisory responsibility in accordance with City policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Develops annual budget, including: reviewing budget expenditures and requesting revisions to meet operational needs; reviewing budget requests and making decisions on organizing projects to remain within budget; and consulting with financial staff regarding budget matters.

Provides facility management for Community Center including supervising staff, assisting with events, and assisting with facility policy and procedure development

Represents the City on various boards and organizations on the local, regional and state levels. Represents the department at various board and committee meetings and provides liaison with other departments on related activities.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Performing Arts Coordinator I

Bachelor's degree from an accredited college or university in Fine Arts, or a related field; and,

One year of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Performing Arts Coordinator II

Bachelor's degree from an accredited college or university in Fine Arts, or a related field; and,

Three years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Certified Park and Recreation Professional (CPRP) preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

A variety of visual, literary and performing art forms and arts program models.

Technical issues pertaining to programming in these areas.

Best practices and professional standards in the recreation field and performing arts management.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Budget development and management.

The recruitment, training, and supervision of professional staff.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to conceive, develop, promote and implement diverse and effective performing arts programs.

Ability to develop and implement program evaluation instruments.

Ability to research and provide recommendations on performing arts policy.

Ability to develop and oversee effective marketing campaigns through print, electronic and other means.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, feel or keyboard; speak and hear; use color, texture, sound, shape and odor perception; lift and/or move up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.