

ORGANIZATION:	City of Sherwood	DATE: March 2015
LOCATION:	Sherwood, Oregon	
DEPARTMENT:	Community Services	
FLSA STATUS:	Non-Exempt	
JOB TITLE:	Recreation Coordinator- Events and Arts Program Coordinator – Pay Group 6	

PURPOSE OF POSITION:

Coordinate and promote programs for the Center for the Arts and City events. Coordinate City's participation in community events. Coordinate advertising and publicity for the Center for the Arts and Community Services Department.

ESSENTIAL JOB FUNCTIONS:

Coordinate, implement, oversee, and promote City events, including coordination with internal departments and outside agencies. Coordinate and lead set up and tear down of City events.

Coordinate summer outdoor series hosted by the City; including securing sponsors, vendors and arranging entertainment. Process and distribute payments and collect money as needed. Arrange for purchase or rentals as necessary. Serve as point of contact and coordinate day of event logistics.

Coordinate performances and events at the Sherwood Center for the Arts; including securing performers, sponsors, vendors and essential technical support. Process and distribute payments and collect money as needed. Arrange for purchase or rentals as necessary. Serve as point of contact and coordinate day of event logistics.

Coordinate marketing and promotions for the Sherwood Center for the Arts, including electronic and print media, advertisements, social media, and press relations. Develop and create promotional posters, mailers and website content.

Perform essential customer service functions at the front desk of the Sherwood Center for the Arts or at special events and functions within the facility.

Staff and monitor special events, performances and programs at the Sherwood Center for the Arts to ensure proper facility usage and adherence to safety and policy procedures.

Coordinate the Arts Education Program for the Sherwood Center for the Arts; including recruitment and coordination of instructors, scheduling classes and workshops in all forms of the arts, creating content for program publicity, developing and implementing policy and procedure for registration and student communications, and analysis of the program on the whole.

Participate in the coordination of special series and events at the Sherwood Center for the Arts.

Update Center for the Arts website, working closely with the System Administrator to post information on the City web site as well. Update department used software systems that assist in tracking and reporting functions.

Manage records for the Sherwood Center for the Arts.

Attend City boards and commission meetings as assigned. Take and record meeting minutes.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Undertake special projects and research as directed by the Community Services Director. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Must have excellent written and verbal communication skills to interact with staff, vendors, other organizations and the general public. Must have excellent organizational skills and must be able to multi task. Broad knowledge of arts management principles and practices, event coordination and/or community and cultural programming. Equivalent to high school education plus additional specialized training and over three (3) years of experience in performing similar duties, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

DESIRABLE REQUIREMENTS: Previous experience in municipal governments; experience with technical elements of live performance.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 50 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Work activities take place under both usual office-working conditions as well as outside. Outside activities, with exposure to rain, dirt, dust, fumes, etc. take place less than 40% of the work period.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. Provide training and orientation to staff, volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the direction of the Arts Center Manager.