

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PERFORMING ARTS COORDINATOR

RANGE: 36

DISTRICT VALUES

Southwestern College is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

Southwestern Community College employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership, and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents in District positions exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the general direction of the assigned department administrator, plan, organize, coordinate, and review the activities and operations of theatre, music, dance, art gallery, and special events or performances at Southwestern College; coordinate assigned activities with other District departments and outside agencies.

DISTINGUISHING CHARACTERISTICS

This classification provides essential support for the planning, promotion, and execution of performing arts events at the District. This role is distinguished by its focus on coordinating logistics, facilities, and resources for academic and public performances. While not an instructional position, it requires close collaboration with faculty, students, and community partners, as well as specialized knowledge of performing arts production and event operations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, organize, oversee, and participate in the development of the Performing Arts Department's work plan; assign work activities, projects, and programs including the ticket office and coordinate staff training. **E**
2. Participate in the development and administration of the Performing Arts Department's budget; recommend funds needed for staffing, equipment, materials and supplies; monitor and recommend expenditures. **E**
3. Monitor and maintain the department's trust budget accounts; receive bids; prepare requisitions and invoices and maintain files. **E**

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Performing Arts Coordinator - *Continued*

4. Oversee performing arts productions; select, locate, contract, and coordinate talent and performances for productions including the guest artist and summer programs. **E**
5. Coordinate all promotional and audience development efforts for all programs and events. **E**
6. Coordinate the activities of the College's Performing Arts support organization; oversee the support organization budget; promote fundraising activities. **E**
7. Coordinate the Performing Arts Department activities with those of other departments and outside agencies and organizations; coordinate the promotion of performing arts events with community groups; meet with other District staff to coordinate their events and programs. **E**
8. Create the department publications including the Calendar of Events, brochures, and programs; as needed, work with graphic designer to create department publications. **E**
9. Coordinate the preparation and distribution of department communications. **E**
10. Coordinate performing arts group travel; maintain and update weekly department activities calendar; attend performing arts scheduling meetings; coordinate and process facility use requests. **E**
11. Interpret and explain college policy and administrative regulations applicable to the department's performing arts program and related facilities. **E**
12. Perform related duties as assigned.

E = Essential Duties

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of analyzing and evaluating programs, policies, and operational needs.
- Principles and practices of budget preparation and administration.
- Aspects of performing arts touring programs.
- Areas of technical theatre.
- Safety standards and basic first aid practices.
- Basic printing processes, composition, and design.
- Modern office procedures, methods, and equipment including computers.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Principles and procedures of report preparation.

Ability to:

- Plan, organize, and coordinate assigned programs and activities of the Performing Arts Department in a manner conducive to full performance and high morale.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and administer a department budget.
- Develop and administer department policies and procedures.
- Provide guidance and coordinate departmental efforts to best accomplish department goals.
- Present complex written and verbal reports.
- Prioritize work to meet schedules and timelines.
- Communicate effectively, both orally and in writing, with individuals from diverse cultural, educational, and socio-economic backgrounds.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Performing Arts Coordinator - *Continued*

- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

EDUCATION AND EXPERIENCE

Bachelor's degree; **AND** five (5) years of experience coordinating performing arts productions, events, or programs.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions and distractions, extended periods of time viewing a computer monitor, and possible exposure to dissatisfied individuals. Moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach overhead, above shoulders or horizontally, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and dexterity of hands and fingers and fine coordination including use of a computer keyboard and audio visual equipment; and hearing and speaking to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

July 1999
Johnson & Associates

July 2025
Southwestern Community College