



Career Service Authority

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Entertainment Production Coordinator

GENERAL STATEMENT OF CLASS DUTIES

Coordinates and oversees facility operations and maintenance related to event production and activities held at multiple venues and performs permanently assigned lead work.

DISTINGUISHING CHARACTERISTICS

This class coordinates and oversees facility operations and maintenance related to event production and activities. The Entertainment Production Coordinator is also distinguished from the Events Coordinator that performs full performance professional level work coordinating events and providing administrative support for events activities held in multiple venues.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Performs lead work over contract employees.

ESSENTIAL DUTIES

Serves as the Manager on Duty for events and coordinates and monitors the work of on-call event staff, trade workers, stage hands, and others involved with the production of events or facility maintenance activities.

Coordinates, directs, and instructs event related employees on logistical and technical specifications of event production and facility maintenance as it relates to production requirements.

Acts as a liaison with internal and external events staff and various providers, provides technical assistance related to specifications, productions, operations, and facility maintenance, and assists with event coordination.

Coordinates training sessions with vendors for stagehands and resolves problems encountered by event staff associated with the production of an event or facility maintenance activities.

Ensures necessary materials and equipment are available for scheduled events and facility maintenance.

Compiles, monitors, and maintains files and documentation related to operating and labor costs and prepares purchase orders for all purchases as they relate to productions and theatrical projects.

Implements safety and security standards and develops procedures to ensure compliance.

Reviews work upon completion for adherence to guidelines, standards, and contracts.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others toward an agreement, and negotiates to find mutually acceptable solutions.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, deals with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information including technical material that is appropriate for the intended audience.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements, determines short- or long-term goals and strategies to achieve them, coordinates with other organizations or parts of the organization to accomplish goals, and monitors progress and evaluates outcomes.

Conflict Management – Manages and resolves conflicts, grievance, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

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Organizational Awareness – Knows the organization's mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.

Oral Communication – Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

Self-Management – Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Decision Making – Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish goals, and causes change.

Information Management – Identifies a need for and knows where and how to gather information and organizes and maintains information or information management systems.

Integrity/Honesty – Contributes to maintaining the integrity of an organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot including steps and ramps.

Talking: expressing or exchanging ideas by means of spoken words.

Near Acuity: ability to see clearly at 20 inches or less.

Depth perception: ability to judge distances and space relationships.

Working Environment:

Subject to long irregular hours.

Subject to varying and unpredictable situations.

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

Three years of experience in event planning, production, and/or facility operations.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 10/18/2009

REVISED BY: Patricia Anderson

CLASS HISTORY 10/18/2009 - This class was revised and updated.