



## Office of Human Resources

### Entertainment Production Coordinator

#### General Statement of 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 & 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 Communication & 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.

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.

### Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

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

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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.

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

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

### Knowledge & Skills

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

### Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### Experience Requirement

Three (3) years of experience in event planning, production, and/or facility operations.

**Education & Experience Equivalency**

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

**Licensure & Certification**

None

**Working Environment**

Subject to long irregular hours.  
Subject to varying and unpredictable situations.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**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.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check  
Employment Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**FLSA Code: Y**

**Management Level: 10**

**Established Date: 8/1/2018**

**Established By: Lori Schumann**

**Revised Date:**

**Revised By:**

**Class History:**