

**MESA ARTS CENTER PERFORMING ARTIST RELATIONS COORDINATOR -
PART-TIME**

JOB DESCRIPTION

Classification Responsibilities: A Mesa Arts Center Performing Artist Relations Coordinator - Part-time is responsible for scheduling and coordinating entertainment for Special Events as directed by the Event Services Supervisor. Duties may include working with vendors, entertainers, talent representatives, promoters, and concessionaires. The Mesa Arts Center Performing Artist Relations Coordinator assists in the management of artist contracts insuring Center and Artist compliance; coordinates contract requirements such as: artist relations, hospitality, catering, transportation and payments; manages music rights; and performs related duties as required.

Distinguishing Features: An employee in this class performs specialized professional work in coordinating entertainment for arts and cultural events or closely related programs. Work is subject to irregular hours (i.e., evenings, weekends, and holidays) to meet the demands of scheduled events. This class is supervised by the Event Services Supervisor, who reviews work through conferences, reports and meetings. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Theater, Music, Dance, Arts Administration, Facility Management, or closely related field. Considerable (3 - 5 years) experience related to arts and entertainment such as production, booking, concert coordination, or theater management.

Special Requirement(s). Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, contract staff, volunteers, vendors, management, public officials, and artists in order to implement and evaluate a variety of programming for arts and cultural special events. Instructs and/or trains subordinates and volunteers regarding policies, procedures, and methods used in implementing arts and cultural events and programs. Prepares event evaluation, status and written reports in order to present ideas and recommendations for scheduling entertainment. Prepares written documents with clearly organized thoughts and using proper grammar in order to properly communicate the needs of venue, artist and City.

Manual/Physical: Operates a motor vehicle requiring a standard Arizona Driver's License to travel to various locations to handle artist relations, monitor activity sites, and deliver equipment and supplies. Maintains statistics, financial and activity records, and any other necessary records to justify and support

programs. Makes recommendations and monitors expenditures for activity areas of responsibility. Motivates, works with, and supervises contract staff and volunteers. Arranges for payment of contracted staff. Maintains facilities, equipment, and materials in a safe condition. Reviews the work products of others to ensure compliance with standard operating procedures, federal regulations such as the Americans with Disabilities Act (ADA), and Arts and Cultural Department guidelines. Monitors and/or evaluates information, work-related conditions, and technical equipment to determine compliance with industry standards and safety guidelines. Enters data into a personal computer and/or Personal Digital Assistant (PDA). Prepares and/or updates schedules, graphs, or similar charts in order to coordinate artist rider requirements. Sorts, files, and/or distributes incoming mail and products.

Mental: Plans and schedules entertainment for the Mesa Arts Center special events. Prioritizes and assigns work to contract staff, City personnel, and/or volunteers, and prioritizes own work. Resolves procedural, operational, and/or other work-related problems by working with other campus staff. Coordinates work activities and program functions with other city departments. Develops short- and long-term objectives. Assists with preparation of event operations budgets and performs financial and/or cost analysis. Comprehends and makes inferences from written material. Understands and/or interprets blueprints, schematic drawings, layouts, or other visual aides. Estimates labor and/or material costs from Artist Riders. Learns job-related material in a classroom setting.

Knowledge and Abilities:

Knowledge of:

methods involved in organizing and supervising events;
time, work, costs, and potential problems involved in coordinating events;
room or stage set up and breakdown, security, decorating, providing electrical power and/or specialized sound and lighting; and catering;
effective public relations techniques;
performing arts;
first aid methods and necessary safety precautions used in arts and cultural programming;
budgeting procedures and techniques; and
office procedures and use of computers.

Ability to:

stimulate and maintain interest in arts and cultural programs;
plan, service and supervise public settings;
hire contracted staff, concessionaires and performing artists;
order supplies and reserve/rent needed equipment;
inspire confidence and enthusiasm and maintain effective relationships with associates, artists, and the public;
effectively handle public inquiries or complaints with tact;
operate computerized informational databases and to learn new programs; and
work nights, weekends and holidays.

The duties listed above are intended only as general illustrations of the various types of work that may be

performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to add Substance Abuse Testing 11/10

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PAY GRADE: 44

EEO-A/S

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9154

JOB FCTN-ADM

SWORN-No

INCREMENTS 62-200