

MESA ARTS CENTER (MAC) PERFORMING ARTIST RELATIONS COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: A Mesa Arts Center Performing Artist Relations Coordinator is responsible for planning, organizing, scheduling, promoting, and coordinating concerts and special events. Duties will include working with agents, management, or promoters in contracting shows/entertainers. A Mesa Arts Center Performing Artist Relations Coordinator manages artist contracts ensuring 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 requiring considerable initiative and judgment in coordinating entertainment for arts and cultural events or closely related programs. Work is subject to irregular hours (example: evenings, weekends, and holidays) to meet the demands of scheduled events. Work is performed independently with general supervision from the Performing Arts Center Administrator, who reviews work through conferences, reports, and meetings. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications 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 Requirements. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. A Master's Degree in Theater, Music, Dance, Arts Administration, Facility Management, or closely related field. Prior experience presenting the performing arts on a University Activities Committee or program, or experience in presenting a specific performing arts discipline.

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 Arts & Culture staff and volunteers regarding policies, procedures, and methods used in implementing arts and cultural events and programs. Responds to customers, either orally or in writing, regarding customer complaints. Prepares event evaluations, contact specifications and change orders, 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 contract activity, 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. Meets scheduling and attendance requirements.

Mental: Plans and schedules entertainment for the Mesa Arts Center special events. Prioritizes and assigns work to contract staff, Mesa Arts Center employees, 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 Mesa Arts Center staff. Develops short- and long-term objectives. Assists with preparation of event operations budgets and performs financial and/or cost analysis. Resolves difficult customer complaints. Comprehends and makes inferences from written material. Understands and/or interprets blueprints, schematic drawings, layouts, or other visual aids. Estimates labor and/or material costs from Artist Riders. Learns job-related material in a classroom setting.

Knowledge and Abilities

Knowledge of:

the principles and practices of contract management;
methods involved in organizing and coordinating 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 culture 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;
make accurate, timely, and effective decisions under stressful conditions;
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 7/18

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JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 45

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SWORN-No