

**FARMINGTON CITY**  
Job Description

Title:	Arts and Special Events Coordinator	Code:	
Department:	Parks & Recreation	Last Revised:	
Grade:	10	Effective Date:	1/15/2011

**GENERAL PURPOSE**

Performs a variety of general administrative duties as needed to organize and coordinate the day-to-day operations and services of the Farmington Community Arts Center. Performs work related to planning, coordinating and conducting a variety of arts. Coordinates the Special Events for the City.

**SUPERVISION RECEIVED**

Works under the general supervision of the Parks & Recreation Director.

**SUPERVISION EXERCISED**

Schedules, trains, and coordinates Site Supervisors for the Farmington Community Arts Center. Oversees volunteer committees for Arts and City events.

**ESSENTIAL FUNCITONS**

Plans, develops and implements Arts programs and classes; Provides immediate supervision over Arts activities and volunteer personnel.

Schedules Arts programs and city events, coordinates the annual and seasonal calendar to assure timelines of program starting dates and conclusions; assures timely delivery of new releases and announcements as needed to afford target populations opportunity for participation; attends monthly Communications Committee Meetings.

Creates schedules for site supervisors and cleaning crew for Farmington Community Arts Center; Monitors facility operations to assure safety guidelines are fallowed; assures proper training of personnel; assures overall quality of Community Center.

Recommends and implements facility policies and procedures related to patron use, fees, safety, etc.; implements management control plans as needed to minimize risk and liability; monitors compliance.

Participates in the hiring process; monitors and evaluates seasonal employee performance; prepares work schedules; assists in the development of worker skills by performing on-the-job training; conducts regular meetings; coordinates participation in off-site training as needed to assure technical competency of instructors; makes decisions affecting job retention, advancement and discipline.

Assists in the preparation of annual budget recommendations related to arts programs, general facility maintenance and personnel needs; monitors expenditures to assure conformance to established fiscal program.

Maintains proper inventory of operation supplies (i.e. custodial equipment, etc.).

Prepares and presents written and oral information to supervisors/managers, program participants, school officials and community groups regarding program services and events. Coordinates and evaluates various Arts programs with other agencies to establish cooperative efforts and facilitate services.

Provides effective customer service in a courteous and helpful manner. Handles complaints from participants, organizations, negotiates to achieve solutions which better the Arts programs.

Works a variety of hours as needed to handle programming areas, facilities and to provide service to customers.

Performs related duties as required.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience

- A. Graduation from college with an associate's degree in recreation management (preferably from a NRPA accredited program), youth recreation leadership, physical education or some other related field;

AND

- B. Two (2) years of progressively responsible work experience related to the above duties and responsibilities,

OR

- C. An equivalent combination of education and experience

### 2. Knowledge, Skills, and Abilities:

**Considerable knowledge** of modern office practices and procedures; of grammar, editing written documents and correspondents; of modern filing systems; telephone etiquette; office equipment; **Working knowledge** of arts and recreational programs and events; of computer programs and applications; strong organizational skills and attention to detail.

**Ability to** communicate effectively both verbally and in writing; to respond to inquiries in a timely manner; to handle multiple priorities and demands for programs and facilities; respond in a courteous and professional manner with both internal and external customers' plan, develop implementation, prepare and effectively present information, work independently and prioritize work assignments; strong organizational, supervisory, planning, programming and technology skills.

### 3. Special Qualifications:

Certification as a Leisure Professional (optional)

### 4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing, and seeing essential to effective performance of essential functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, and creative problem solving. Frequent local travel required in normal course of job performance.

## HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing a blood and urine test to screen for the presence of drugs and alcohol.