



JOB TITLE: EVENT SPECIALIST

Classification: Classified
Salary Range: 34

Retirement Type: PERS*
Board Approved: September 13, 2004

BASIC FUNCTION:

Under the general supervision of the Theatre Manager, El Camino's Center for the Arts, the Event Specialist assists in determining personnel, scheduling and equipment needs for planned events, including "front of house" operations for all events in Marsee Auditorium, Campus Theatre, Haag Recital Hall; and oversees volunteers and temporary staff.

REPRESENTATIVE DUTIES:

Confer with all auditoria users to ascertain the necessary event requirements and to ensure the smooth running of live performances.

Coordinate all event requirements with artists and/or artist representatives, including production needs, hotel accommodations, transportation and catering needs.

Coordinate "front of house" event requirements for facility rental events.

Function as House Manager for events.

Assign and oversee appropriate theatre staff in front of house operations in campus auditoria including house managers, ushers, concessions, and ticket takers.

Determine staffing needs and work schedules.

Ensure that appropriate front of house staff levels are maintained to adequately service all auditoria uses.

Demonstrate a high degree of professionalism in all interactions with event staff, the general public and artists' personnel.

Recruit and oversee the volunteer staff.

Coordinate events' information with campus police.

Complete front of house payroll timesheets.

During the scheduled events, ensure the coordination of house safety policies.

Perform related work as required.

JOB QUALIFICATIONS:

Education and Experience:

College degree(s) or any combination equivalent to two (2) years of college in theatre management or college course work in related field and three (3) years of progressively related theatre management experience. One year of supervisory experience is desirable.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Theatre management; front of house/customer service; crowd behavior and management; budget development; general aspects of theatre production; directing the work of others; safety hazards and preventative measures particular to theatre management.

Abilities/Skills:

Manage front of house theatre operations in an effective and business-like manner; determine human resources needs; select and schedule volunteers and temporary employees; develop budgets and cost estimates related to staffing, supplies and equipment; advise staff, public users, casual and student help; work cooperatively with staff, students and general public..

WORKING CONDITIONS:

Must be able to work nights, weekends, and holidays, as needed.

Will serve as a runner, when necessary.

Lift and carry up to 25 pounds.

Move from one location to the other.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.