

**CHICO UNIFIED SCHOOL DISTRICT
FACILITIES USE COORDINATOR**

DEFINITION

The position is responsible for managing facility functions by coordinating the use of all District facilities including working with staff and community groups to coordinate scheduling and promoting the use of all District facilities. The position has direct supervision and oversight of a variety of technical work related to facilities use and theater operations.

SUPERVISION EXERCISED

May exercise technical and functional supervision over staff members relating to facility usage.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Communicates with individuals regarding the facility/grounds (e.g. scheduling activities, forwarding billing information, identifying special needs, etc.) for the purpose of maximizing the facility usage; preventing conflicts; meeting specific needs, and ensuring that invoices are distributed.
- Oversees the administrative and technical operation of the District's Center for the Arts Theater.
- Creates, maintains and implements the District's facilities use policies, procedures and administrative regulations.
- Maximize facilities usage by scheduling activities, identifying special rental needs, preventing scheduling conflicts.
- Negotiates community facility use rental contracts and agreements for the purpose of achieving outcomes consistent with the District's long- and short-range goals.
- Responds to inquiries from a variety of internal and external parties by phone, electronic communication, letter and/or in person (e.g. staff, parents, students, community organization, and the public, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- As needed, assists with departmental administrative functions (e.g. hiring, counseling, training, supervising, evaluating, monitoring budget, developing procedures, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring that necessary outcomes are achieved.
- Participates in a variety of meetings as required (e.g. workshops, inter/intradistrict committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Researches topics related to the use and operation of the Chico Unified School District (CUSD) facilities/grounds and the Center for the Arts for the purpose of developing new programs/services, ensuring compliance with mandated requirements, securing general information for planning, and/or responding to requests.
- Advises site personnel and community clients for the purpose of providing information regarding safety of all facility maintenance and use and theater activities.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Represents Chico Unified School District Center for the Arts within the District and community (e.g. performances, announcements, flyers, etc.) for the purpose of increasing student and community participation in and support for the performing arts program.
- Promotes ticket sales and oversee box office activities.
- Manages a flexible work schedule including being present at all productions, rehearsals, and other events held at the Center for the Arts facility as needed.
- Maintains a secure environment at the Center for the Arts and other District facilities for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.
- Insure that all facilities and equipment are maintained, secured, and properly inventoried.
- Maintains stage and media equipment for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- Maintains inventory of theater items for the purpose of providing security of tools, equipment, supplies, props, and sets in the theater.
- Prepares and maintains accurate records.
- Coordinates and facilitates the training of CUSD students in the utilization of District facility equipment.
- Reads technical information, composes a variety of documents, and/or facilitates group discussions; and understands complex, multi-step written and oral instructions.
- Markets/promotes use of facilities.
- Performs other related clerical and managerial duties, as assigned.
- Performs management duties of classifications at the same or lower level, as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Light and sound boards;
- Schematics, carpentry, concepts of stage production and support;
- Problem solving skills and abilities

Skill to:

- Perform multiple, technical tasks simultaneously;
- Monitor budget expenditures;
- Adhere to safety practices; operating equipment used in theater production;
- Schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment;
- Work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods;
- Work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans;
- Safely operate a motor vehicle.

Ability to:

- Satisfactorily perform the functions of the job including, but not limited to: adhering to theater and technical safety practices; meeting deadlines and schedules; working under time constraints; and frequently working extended or nonstandard hours;
- Work under limited supervision following standardized practices and/or methods;
- Direct other persons within a small work unit;

- Recognize that utilization of some resources from other work units is often required to perform the job's functions.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

- Three (3) years of responsible experience in management and operation of a community theater, auditorium, or similar facility.
- Experience in marketing, fund-raising and public relations is desirable. Operation of sound and lighting systems is desirable.

Education:

- Bachelor's degree from an accredited college or university with major course work in arts administration, business or public administration or related field is required.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical abilities and work environment:

- Work predominantly in an indoor environment
- Occasional lifting, carrying, pushing, and/or pulling
- Some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling
- Significant fine finger dexterity
- Generally, the job requires 50% sitting, 20% walking, and 30% standing.

Circumstances will dictate the actual amount of work to be performed. The job is performed under some hazardous conditions and in a normally clean atmosphere.