



City of Irving Job Description

IAC Special Projects Coordinator

FLSA Status:	Non-Exempt	Job Department:	Irving Arts Center (IAC)
Job Code:	03222	Reports To (Job Title):	Arts Facilities Manager

PURPOSE

To collaborate across the department of Arts & Culture work units on assigned project areas; to ensure that projects are planned, organized, and implemented within available resources and meet approved goals; to support Irving Arts Center (IAC) and rental events; and, to provide marketing and communications support as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- For Irving Arts Center (IAC) Presents performances, conduct tech rider review, backline pricing, and subsequent negotiations with performance companies/artists to resolve Back-of-House (BOH) rider issues.
- Perform maintenance of Front-of-House (FOH) and BOH communications systems and equipment.
- Configure, maintain and train staff on use of Irving Archives & Museums (IAM) and IAC lighting systems and recommend and oversee upgrades as needed.
- Review Event Information Sheet and conduct client follow-up through completion.
- Ensure compliance with the Americans with Disabilities Act (ADA) for Irving Arts Center (IAC) and Irving Archives & Museums (including equipment upgrades and required staff training and advice on ADA budget as required).
- Develop and oversee plan for IAC conversion to digital signage and/or upgrade of IAC facility signage.
- Provide monument sign programming and maintenance.
- Maintain Audio/Visual (AV) equipment and provide training (IAM, theater and meeting rooms)
- Perform poster printer maintenance, printing and installation scheduling
Create marketing videos for website, training and signage use.

OTHER DUTIES AND RESPONSIBILITIES

- Prepare and present reports on the success of project initiatives.
- Other special projects as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

Advise on budget requirements for lighting, ADA and signage projects as required. Enter purchase orders as needed.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in theatre, Arts Administration, Business, or
- An equivalent qualification, such as an Associate's degree in a related field of study and two (2) years of additional experience.

EXPERIENCE

- Three (3) years of increasingly responsible related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, may be required.

KNOWLEDGE OF

- Practices, principles and standards involved in theatrical and live event production
- Standards in different forms of live performances
- Aspects of building systems as related to assigned projects and live event production
- Communications and Media: Media production, communication, and dissemination techniques and methods, including alternative methods to inform and entertain via written, oral and visual media.
- Theatre Facilities Operation: Theater lighting equipment, and policies as relate to client use of a multi-purpose theatre and visual arts facility.
- Fine arts: Theory and techniques required to produce and perform works of music, dance, visual arts, drama, sculpture, and theatre operations and production.
- Mathematics: The operations and inter-relationships of numbers, including basic arithmetic, algebra, geometry, calculus, trigonometry, statistics and physics.
- English Language: the structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency. This includes methods for maintenance and upgrade of communication and lighting systems including but not limited to lighting consoles, audio/visual processing equipment, and other related production systems and equipment and tools for Irving Arts Center (IAC) and Irving Archives & Museums (IAM).

- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office suite.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as facilities scheduling software applications, as well as, applications pertaining to event booking and marketing industries, including but not limited to lighting and audio design software. Software utilized includes but is not limited to Ungerboeck, Daktronics, and Adobe Creative Suite.

SKILLS AND ABILITIES IN

- Management and financial resources: Advising how money will be spent to accomplish set goals and meet maintenance and project requirements.
- Judgement and Decision Making: Weighing the relative costs / benefits of a potential action, which includes making risk assessments.
- Active listening: Listening to what others are saying and asking questions as appropriate.
- Coordination: Adjusting methodology, practices and personnel in response to other's actions or internal/external influences or changes.
- Material Resource Management: Managing, obtaining, and facilitating the appropriate use of facilities, equipment, materials, personnel and other resources required to meet and accomplish desired goals.
- Complex Problem Solving: Identifying complex problems, reviewing related information to develop and evaluate options and implement solutions.
- Systems analysis: Determining how a system should work and how changes in conditions, environment, or operation will affect outcomes.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the system goals.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- Negotiation: Bringing other together in order to reconcile differences
- Persuasion: Convincing others to approach things in a differently.
- Reading Comprehension: Reading and understanding information presented in writing.
- Mathematical Reasoning: Understanding and organizing a problem and then selecting the appropriate mathematical method or application/formula to solve the problem.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Oral Comprehension: Listening to and understanding information and ideas through spoken words and sentences.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Training and Direction: Effectively guiding and critiquing adult learners.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with logical explanations for why a series of seemingly unrelated events occur together.
- Near Vision: Seeing details of objects at close range, within a few feet of observer.
- Mechanical/Technical: Safely operating diverse equipment, including, but not limited to, digital audio and lighting consoles and related equipment.

GUIDANCE RECEIVED

Periodic Supervision and Range of Guidelines/Procedures

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

CONTACTS

Internally, this position engages with teams and various staff throughout the Arts & Culture department, regularly up to the level of division heads in the Irving Arts Center (IAC) and/or the Irving Archives & Museums (IAM). Externally, this position regularly engages with citizens, as well as, rental clients on behalf of the organization.

EQUIPMENT AND PROPERTY

This position utilizes a PC, laptops, office printers, copiers, scanners, large format printer, tablets, and/or cameras. In addition, it regularly works with hand and power tools, ladders, lifts, lighting, audio, and communications equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to grasp, listen, see, sit, stand, smell, talk, and walk. Occasionally, s/he is required to carry, climb, drive a vehicle, lift up to 50 pounds, kneel, push or pull, and stoop. Specific vision abilities required by this job include near vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is low.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.