VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PERFORMING ARTS CENTER (PAC) ASSISTANT

BASIC FUNCTION

Under the supervision of the Dean of Student Learning, assist in the coordination of Performing Arts Center (PAC) events and facility usage for the Performing Arts Center (PAC) and other instructional performing venues; schedule, organize and maintain the production schedule, budget, calendar of events, house operations, box office functions, sale of concessions, mailings, and the Performing Arts Center website.

REPRESENTATIVE DUTIES

Maintain schedule and facilitate Performing Arts Center productions and concerts for campus events and outside community groups; coordinate the production planning packets for producers using the Performing Arts Center; process permit applications according to established procedures; complete paperwork for approved permits; prepare requests for permits and obtain proper authorization; notify applicants of approval or denial; issue permits to applicants. E

Assist in the development and improvement of standard operating procedures for the Performing Arts Center productions and maintenance; coordinate maintenance of the Performing Arts Center. E

Oversee and perform a wide variety of duties related to the management of a theatrical box office and house/concession operations for the Performing Arts Center; train student workers and volunteers in various functions of house organization and management including ticket sales. E

Serve as a resource to administrators and the public concerning the use of Performing Arts facilities; respond to inquiries and provide detailed information as requested including estimates for use of facilities; respond to inquiries regarding theatrical productions for the Performing Arts Center. E

Perform a variety of clerical duties related to assigned activities; answer telephones and greet and assist visitors; type, file and duplicate a variety of forms, reports and correspondence; establish and maintain files for facility transactions; develop, organize, and update patron mailing list for the Performing Arts Center events. E

Develop and maintain the record and financial procedures for the Performing Arts box office; maintain records and file reports required by the College, District, and State. E

Operate a variety of computer and other standard office equipment. E

Attend and participate in a variety of meetings related to assigned activities; assist the Dean in convening and preparing agendas and related materials for Performing Arts Center meetings. E

Established September 2007
Performing Arts Center (PAC) Assistant (continued)

Oversee displays in the Performing Arts Center public areas; facilitate the compilation and distribution of promotional materials. 

Performs related duties as assigned.

Knowledge and Abilities

Knowledge of:

- Principles of theatre management and production
- Strong computer skills including knowledge of Internet research
- Record-keeping and report preparation techniques
- Basic bookkeeping practices and procedures
- Modern office practices and procedures and equipment
- MS Word, Excel and Access and related accounting software
- Fundamentals of writing, composition, layout and production for mass media
- Telecommunication skills/email/Website/on-line sales
- Equipment, processes and materials used in printing
- Cash handling procedures
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Telephone techniques and etiquette
- Operation of a computer and assigned software
- Laws, codes, policies and procedures related to assigned activities
- Basic math

Ability to:

- Coordinate and schedule the use of Performing Arts facilities by various groups and community organizations
- Serve as a resource to administrators and the public concerning the use of facilities
- Demonstrate strong customer service skills
- Interpret, apply and explain applicable laws, codes, policies and procedures
- Work independently with little direction
- Develop effective publicity and informational materials
- Maintain effective relationships with campus staff and students, and with representatives of the community and the media
- Meet schedules and time lines
- Perform clerical duties such as filing, typing, duplicating and maintaining routine records
- Determine appropriate action within clearly defined guidelines
- Prepare reports related to assigned activities
- Add, subtract, multiply and divide quickly and accurately
- Operate a variety of office equipment
- Prioritize and schedule work
- Answer telephones and greet visitors
PERFORMING ARTS CENTER (PAC) ASSISTANT (continued)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years administrative support experience or education in Theatre/Entertainment Management.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Sitting or standing for extended periods of time