

## POSITION DESCRIPTION

---

**TITLE:       Event Coordinator Fellow – (Full-time, Contingent)**  
**10-month (August 1 through May 31)**

**Collective Bargaining – Ineligible - Contingent**  
**Contingent positions are not eligible to participate in collective bargaining.**

---

### **JOB SUMMARY:**

The Event Coordinator Fellow attends all public events held at the Nancy R. and Norton T. Dodge Performing Arts Center and is responsible for ensuring the safety and security of all patrons. Must be well organized and possess effective communication skills. Receives minimal supervision and must be able to independently exercise discretion and good judgement. May handle confidential and sensitive issues. May supervise student employees.

The Event Coordinator Fellow will receive training on all aspects of managing the front of the house, including patron satisfaction, conflict resolution, Clear-Com, ushering, and basic set up. This position reports to the Technical Director/Lighting Designer of Theater.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the employee handbook.
- Attends all public events in the Nancy R. and Norton T. Dodge Performing Arts Center.
- Ensures the safety and security of all patrons of the Nancy R. and Norton T. Dodge Performing Arts Center.
- Responsible for ensuring that event set-up is complete in a timely manner, meeting necessary timelines.
- Manages building access and lobby set-up for public events.
- Communicates effectively with box office staff and stage manager to ensure trouble-free performance.
- Greet patrons; remains in lobby to assist patrons as needed.
- Ensures the audience members abide by the venue rules.
- Provides direction on post-event clean-up.
- Communicates effectively with staff, faculty, administrators, artists, and patrons in person, by telephone or through written correspondence.

**MINIMUM QUALIFICATIONS:**

- Education: High School Diploma or GED equivalency required.
- Experience: Prior managerial experience and general knowledge of performance venues.
- Strong verbal and written communications skills.
- Good organizational skills.
- Strong leadership skills.
- Must be able to lift up to approximately seventy-five (75) pounds.
- Must have ability to work a flexible schedule to include late nights and weekends.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.