

Position Description - Unclassified

Position Status:

Position Title		Position Number
Program and Facilities Coordinator		E99773
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	FLSA
12 mos.	07/01/22 - 06/30/23 (renewable)	Exempt
Position Type	Regular/Short-Term	
Full-Time	Regular	
Work Location	Department/Division	
	Creative Arts Division	
Reports to	Reports to Position Number	
Chair of Creative Arts Division	E99418	
Incumbent	University ID #	

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>This position will serve the academic administration needs of the Creative Arts Division, an academic unit located within the College of Liberal Arts and Science at WOU. The Creative Arts Division houses three departments (Art, Music and Theatre/Dance) that offer undergraduate and graduate degrees, including BA degrees, and provides core curricula in the creative arts that develop student skills in the areas of creative thinking and practice, problem solving, teamwork, intercultural competence and critical thinking. The unit emphasizes imparting contemporary practices through a solid foundation of training. Creative work, analytical thinking and global awareness are integrated into performance and production. Programs provide individualized instruction. Central to program activities are opportunities for students to engage in professional involvement, service to the community, public exhibition and performance. Within the unit, 20 tenure-track, 19 non-tenure track and five staff (including this position) support the education of over 307 majors, including robust performance and exhibition opportunities that are integrated into the academic curriculum</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The Program and Facility Coordinator position supports the academic mission of the Division of Creative Arts by assisting with monitoring, auditing and/or directing activities within the Creative Arts division and by conducting administrative projects requiring research, analysis, evaluation and interpretation. Key functions include management of the CAD office; supervision of office support staff in Music, Art and Theatre/Dance; schedule CAD facilities (e.g., classrooms, studios, performance spaces); interpret and apply laws, policies/procedures; manage complex student fee and service and supply budgets; originate diverse and complex personnel and payroll actions; budget analysis, budget control and data collection/retention for reporting, budget building, and course scheduling for the CAD division. The role manages the theatre/dance box office and front of house, including about a dozen student workers. Provides assistance on projects as requested by the Administrative Assistant to the Dean of the College of Liberal Arts and Sciences.</p>

Position Information and Qualifications:

<p>A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised</p>	
<p>Percent of time 55%</p>	<p>Budget and Payroll Assist the Division Chair and unit department heads with complex budgeting, personnel and payroll processes involving diverse funding sources. Manage divisional S&S funds, all department fee funds, multiple student fee (IFC) funds. Track expenditures, prepare budget reports and support effective and timely use of funds. Initiate payroll processes for numerous one-time performers and Music Lesson</p>

<p>20%</p> <p>10%</p> <p>2%</p> <p>13%</p>	<p>Instructors. Maintain and monitor workload information on TT and NTT faculty, using complex formulas specific to CAD fields.</p> <p>Academic Support and Scheduling Coordinate academic-related course, studio, lab and facility scheduling within Creative Arts including managing available studio, practice, rehearsal and performance spaces.</p> <p>Assure scheduling information is accurate and makes necessary corrections to schedules.</p> <p>Complete annual building/room use inventory, for divisional, college and university planning purposes.</p> <p>Serve as CAD point of first contact with physical plant and UCS around facilities and technology issues</p> <p>First line response to student, faculty, staff and visitor questions, providing effective and responsive customer support.</p> <p>Box office management for theatre and dance productions in Rice Auditorium, including hiring, work assignment, supervision and training of up to 12 student workers; organizing and delegating to student workers the sale of tickets; management of cash and the batching of credit card transactions; box office operations for night-of outside performances.</p> <p>Schedule/hire, train and supervise ushers and House Managers as needed. Oversight of concessions operations</p> <p>Facility Scheduling and Coordination</p> <p>Communicate with Rice Facility Manager regarding all requests to use Rice Auditorium and make decisions about use of Rice Auditorium. Communicate with users and potential users of Rice Auditorium concerning scheduling, costs, technical and general event support needs.</p> <p>Other duties in support of Creative Arts Division Academic Programs</p> <p>Other support duties for the Creative Arts Division and chair including support for CAD faculty searches {2%}; participation in SOAR, Preview Days and other student-oriented events (2%); attend division meetings and provide minutes (2%); provide leadership to office support staff in Music and Art (7%).</p>
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B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

Degree in the Creative Arts or a related field from an accredited college or university, or experience within the Creative Arts, is required. Must have experience managing budgets, office management and staff supervision. Must have working knowledge of databases (e.g., how to build a data base; how to input and extract information). Demonstrated experience working calmly and effectively amidst frequent interruptions and competing priorities and needs.

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

Experience with Adobe In Design is preferred.

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

Knowledge of the Financial Information System, Banner System, OUS FASOM rules relating to faculty and staff employment, travel expense reimbursement, purchasing, budgeting, OPEU and AFT contracts and all rules and regulations regarding crowd control and building management including but not limited to Fire Marshal Regulations and ADA Regulations. First Aid and CPR knowledge helpful as is knowledge of stage safety.

This position requires working knowledge of PC and Mac word processing, database and spreadsheet programs.

Budget Authority:

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$0
X	Delegated authority to monitor budget	\$500,000
X	Limited approval authority for purchase	\$500,000
X	Purchase only with higher level approval	\$28,000

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

X	Hire	X	Assign Work
	Transfer		Recommend salary adjustments
X	Discipline	X	Approve requests (i.e. leave)
X	Dismiss	X	Respond to complaints/grievances
	Layoff	X	Conduct performance assessments

Promote	X	Give Direction
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Positions Supervised:

Type	# of Employees	Total FTE
Teaching faculty	0	0
Classified staff	1	.80
Unclassified staff	0	0
Student Employees (average per term)	10	2
Other (specify)	0	0

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

Responsible for all scheduling decisions regarding the use of Rice Auditorium, subject to review by the Division Chair. Hires and reviews student workers for the Box Office. Subject to review by appropriate faculty, schedule and assign work tasks to student workers. Responsible for making decisions about expenditure of division S&S funds, subject to review by Division Chair. Makes performance evaluation recommendations to the division chair for office support staff in Music, Art and Theatre/Dance.

Additional Information:

List any additional information that would help describe the nature of the position.

Acknowledgement: The expectation of the position holder is that he/she will be available to work as needed to manage the Rice Auditorium Box Office and be present at events including Preview Days, SOARs and IFC committee meetings. This may include evenings, weekends and holidays; compensatory time is available. The position requires the ability to simultaneously manage multiple tasks while interacting with students, faculty, staff and the public. The position requires the ability to independently set priorities and manage time so that work is successfully completed.

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by	Date
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Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		