

PROGRAM SPECIALIST, FINE & PERFORMING ARTS

BASIC FUNCTION

Performs administrative and clerical duties in support of the Fine & Performing Arts (FPA) program; schedules the maintenance and repair of musical equipment; and assists in preparing information and marketing materials for performances.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing duties in support of the District's FPA program. Employees at this level exercise judgment and initiative, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Performs a diverse range of tasks supporting the FPA program, including administrative support for performances and events; provides technical assistance in fundraising and audience development.
2. Creates and processes purchase requisitions, budget transfers, and reports; processes and tracks invoices and requisitions; ensures payments are distributed and paid on time; compiles data to track expenses for budget reporting.
3. Coordinates the reservation process for room usage; enters information on the department's performance, rehearsal, and festival reservations and approvals and ensures that data is current and accurate.
4. Creates and maintains the department's internal and external performance calendars and advertising; assists with maintaining department's website/social media accounts; designs and prepares programs, flyers, advertisements, and theatrical elements.
5. Greets and directs visitors; screens and transfers calls to the appropriate office; provides information and answers questions regarding events and department operations; opens and closes classrooms and building doors ensuring security is maintained.
6. Performs general maintenance and minor repair work on musical instruments and equipment; schedules periodic and/or major maintenance and repair of the department's pianos, keyboard instruments, digital interface (MIDI) workstations, wood, brass, and percussion instruments, and theater technology; enters information for general facility maintenance and equipment repairs.
7. Checks in/out District-owned musical instruments; maintains inventory and recommends the replacement of musical instruments, equipment, and/or parts.
8. Assists in the production of materials required for the division's honor bands and festivals and participates in festival activities.
9. Types and edits a variety of documents, including correspondence, letters, memos, flyers, and related materials; prepares musical scores for rehearsals, orchestrations, and/or ensembles; inputs and retrieves data into various program, department, and/or District-wide software systems.
10. Participates in District-provided in-service training programs.
11. Performs other related duties as assigned; specific duties not listed does not exclude them for this

classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Methods and techniques to read and write sheet music and scores.
2. Fine and performing arts operations and services.
3. Modern business and administrative practices and procedures.
4. Purchasing policies and procedures.
5. Business arithmetic.
6. Recordkeeping principles and procedures.
7. Methods and techniques of organizing instrument maintenance on determined schedules.
8. Methods and techniques of maintaining the reservation process and system for performance facility usage.

Ability to:

1. Read, write, and transpose music.
2. Provide specialized administrative and technical support to the FPA program.
3. Track program expenses for budget purposes.
4. Assist faculty and students in program events.
5. Type a diverse range of business documents including letters, reports, and related materials.
6. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
7. Establish and maintain a variety of filing, recordkeeping, and tracking systems.
8. Understand and carry out oral and written directions.
9. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
10. Exercise independent judgment within general policy and procedural guidelines.
11. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
14. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
15. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and two (2) years of experience in providing clerical and technical support in a visual or performing arts environment or department; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a

computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.