

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Program Specialist, Fine and Performing Arts

BASIC FUNCTION: Under the supervision of the Dean, provides assistance and technical support for the visual and performing arts events, programs, and projects

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Provides technical support for performances, festivals, master classes, guest artists, and gallery exhibitions including outreach/recruitment materials, festival/honor band applications, and event marketing.
2. Schedules regular repair and maintenance of pianos, keyboards, MIDI workstations, theater technology, and visual arts equipment.
3. Prepares a variety of Fine and Performing Arts specific programs, flyers, competition mailers, and advertisements.
4. Provides technical assistance to area Dean in fundraising, audience development, performance advertising and marketing, and calendar development.
5. Works with appropriate College/District department on Fine and Performing Arts publications.
6. Maintains Fine and Performing Arts website and social media outlets.
7. Sorts, alphabetizes and files records and reports according to department standards.
8. Checks records and forms for completeness and accuracy.
9. Greets visitors; schedules appointments and meeting rooms.
10. Answers routine questions or gives out standard information pertaining to Fine and Performing Arts.
11. Performs routine data base entry.
12. Assists students with completing paperwork, forms, and applications.
13. May assist in ordering office supplies and other materials as necessary.
14. Participates in District-provided in-service training programs.
15. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
16. Performs other duties, related to the position, as assigned.

EDUCATION: An Associate's Degree from an accredited institution is required. Coursework in a Fine and Performing Arts discipline is preferred.

EXPERIENCE: Two years of clerical experience is required. Graphic design and Arts Outreach experience is preferred.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Modern office practices, computer equipment and software; proper grammar, punctuation, and spelling; basic mathematics, keyboarding skills, visual design, HTML, Adobe Photoshop, and Adobe InDesign.

ABILITY TO: Operate modern office equipment, including, but not limited to, calculator, scanner, copier, fax machine, telephone, desktop computer; spell correctly; communicate effectively, orally and in writing; index and file; establish and maintain effective working relationship with others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Students, faculty, staff, vendors, and the general public.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.