

**Santa Monica Community College District  
Personnel Commission**

**Events Manager**

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**CONCEPT OF THE CLASS**

The position in this classification manages the production of District and community events on campus and coordinates and administers the contract vending services for the District.

**ESSENTIAL DUTIES**

Arranges campus events, ranging from classroom film presentations to large public shows and concerts; schedules set-up and dismantling of equipment; arranges security, parking, rentals and publicity; maintains events and production calendars

Obtains appropriate fire and safety permits; confers with District and city fire and safety officials regarding events.

Coordinates and schedules technical staff, contractor and rental company set-up, rehearsal, operation, equipment dismantling for meetings, lectures and performances; participates in set-up, operation and equipment and set dismantling for meetings, lectures, classroom activities, and indoor and outdoor dance, music and speaking events.

Supervises technical direction, house management and stage management for productions; schedules exhibit loan-in and load-out time, equipment and electrical power needs; trains staff and student workers on project equipment operations, audio mixing consoles and lighting control boards; conducts production meetings to discuss plans, schedules and assignments

Hires temporary staff and student workers; records and reports time worked

Plans, designs and programs Events Department server and web site including e-commerce, secured server, web calendar, web pages, forms on the web, streaming video, QuickTime VR, video on demand and Week at Santa Monica College.

Meets with administrators, faculty, staff and event representatives to determine facilities and equipment rental production needs; determines feasibility of requests; serves as District liaison with city officials and professional contractors

Prepares Requests for Proposal; reviews and recommends vendor selection

Negotiates rental prices and equipment for productions; negotiates artists' contracts

Confers with District staff to establish ticket prices and rental charges

Prepares and approves expenditures from department annual budget; tracks funds receipts; maintains financial records for the department; prepares and manages production budget and prepares financial reports for management; appropriately expends donations from groups, individuals and co-sponsors

Supervises and coordinates box office operations; arranges ticket sales for productions

Schedules entertainers/artists for college events

Plans promotional campaigns, coordinates, designs and distributes fliers, programs and advertisement for Events Department productions; organizes and prepares public information releases for radio and television public service announcements; follows up on all promotional activities; routinely updates Events Department mailing lists, brochures, fliers and general information for filing

Installs and troubleshoots audio and audio-visual equipment in classrooms, lecture halls and auditorium; performs minor repairs on electronic and audio-visual equipment; arranges for adjustments and repair of equipment by contractors; may recommend purchase of new equipment; maintains inventory records of equipment used or installed.

Performs other related duties as assigned or requested.

Examples of essential duties are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

## SUPERVISION

### ***Supervision Received:***

This position receives general supervision from the Superintendent/President.

### ***Supervision Exercised:***

This position supervises the ***Events Coordinator, Events Technicians and the Facilities & Box Office Specialist.***

## KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of methods, techniques and terms used in setting up, operating and balancing lighting, sound and projection equipment

Knowledge of electronic, electrical and Mechanical principles relating to lighting, sound & projection equipment; audio mixers, sound boards, microphones, amplifiers and other audio-visual and projection equipment

Knowledge of how to balance settings and controls between audio, visual, electrical and lighting equipment and components

Knowledge of how to use various power hand tools

Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel; knowledge of employee development principles and practices; knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs, handle grievances and when necessary, impose discipline

Knowledge of budgetary principles and practices

Knowledge of appropriate fire and safety regulations

Knowledge of contract services policies and procedures; contract negotiations

Knowledge of basic accounting practices and procedures

Knowledge of personal computer operation, software programs used to develop promotional, publicity and design projects; web based technology, software and program languages

Ability to negotiate contracts with artists, technicians and community agencies for events

Ability organize, coordinate and implement events presentation plans

Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, students and outside contractors and vendors

Ability to prepare and write promotional materials

Ability to assist administrators, faculty, staff and community member to determine their event needs

#### MINIMUM QUALIFICATIONS

***Education Requirement:***

Bachelor's degree in with a major in Theater Arts, Communications or a closely related field which included at least fifteen (15) semester hours in stage lighting, sound and stage craft.

***Experience Requirement:***

Three (3) years progressively responsible experience in event or theater management which included artist and event contract negotiation, booking and promotion, publicity and/or supervising the box office or technical production staff.

***Education/Experience Equivalency:***

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis

***Licensure and/or Certification:*** None

#### WORKING ENVIRONMENT & PHYSICAL DEMANDS

Bending, stooping, kneeling, reaching; lifting, moving and carrying objects weighing up to **XXX pounds**. Working at heights of **XXX or more** feet from ground; working outside potentially in adverse weather conditions. Ability to differentiate pitch, tone and volume of sounds; visual acuity and color differentiation sufficient to design and focus lighting.

#### CLASS DETAIL

***Job Family:*** Public Information & Community Outreach

***FLSA Status:***

***Personnel Commission Approval Date:***

***Class History:*** Established PC 10/88 Events Coordinator; Revised/Retitled PC 06/14/95; \_\_\_\_\_; Revised/Retitled Director of Events & Contract Services 07/10/01; Hay Classification Study Revision/Retitling \_\_\_\_\_ Events Manager

***Revision Date(s):***

