POSITION PROFILE

Under the general direction of the Senior Director, Government Relations and Institutional Communications, the Director of Facilities Programming directs and works in coordination with College departments, programs, entities, auxiliary organizations, and others who plan special events for purposes of maximizing use of college facilities for institutional support generating purposes. Responsible for the guidance, direction and policy formulation for event management and operations and other new sources of revenue.

REPRESENTATIVE DUTIES

The Director, Facilities Programming will plan, organize and manage a variety of annual and special events in support of the College’s institutional support and fundraising efforts, outlining funding needs, goals, promotions, procedures, evaluations, and other details involved with successful execution;

Market college facilities and enter into license agreements for revenue generating activities;

Work with academic departments to coordinate special events with academic programming to enhance academic programming and to avoid conflicts. Oversee master calendar for the Performing Arts Center;

Serves as principal liaison between licensees and the College community, makes parking arrangements for licensed events and ensures that special event programming impacts are not intrusive on College activities or the surrounding residential community. Prepares or reviews proposed contracts, licenses, formal agreements and other legal instruments to safeguard the College’s interests;

Direct, manage and train direct service staff and volunteers to assist with licensed events, establishing policies and procedures that promote high customer service standards;

Develop a system of policies and procedures for the use of college facilities by individuals and organizations. Formulate policies, evaluate offers and negotiate agreements for vendors/suppliers, concessions, sponsorship and other special uses that enhance revenue and increase public enjoyment and involvement in college activities;

Ensure compliance with all College policies and procedures;

Staff events as needed, which my include evening or weekend hours as assigned;

Perform related duties as assigned.

EDUCATION/EXPERIENCE

Master’s degree or equivalent from an accredited institution and have one year of formal training, internship or leadership experience reasonably related to the administrative assignment, or Bachelor’s degree and a minimum of five (5) years of related experience, or License to practice law in the State of California; Membership in the California State Bar;

Evidence of sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

QUALIFICATIONS

Ten years experience with special event facility licensing, public assembly venue management and operations;

Knowledge of contract law, best practices of negotiations, royalties, trademarks and copyrights, Federal, state and local laws and regulations governing public events and event facilities including the State Monica Community Noise Ordinance, County of Los Angeles food safety regulations for special events and liability and permitting for the service of alcoholic beverages;

Experience with all aspects of special event facility planning, including contracting, permitting, noise monitoring, and traffic circulation and parking management, crowd control, security, signage and other event service requirements;

Demonstrated ability to communicate effectively with administrators, faculty, staff, international students, and the public;

Ability to establish and maintain accurate records and reports and effectively examine and analyze data;

Ability to interact in an effective and appropriate manner with diverse populations, the College community and the public;

Ability to effectively plan, promote, conduct and evaluate events and programs for the College community;

Prior experience negotiating licenses and supplier/vendor agreements, evaluating and interpreting contract language and government regulations.

INFORMATION/BENEFITS

- 12 month management position
- 24 paid vacation days
- 12 paid ill days
- Fully paid medical, dental and vision care coverage for the employee and dependents
- $50,000 Life insurance for employee
- STRS (State Teachers Retirement System) or PERS (Public Employees Retirement System if pre-qualified).

COMPENSATION

$115,641 - $134,060 Commensurate upon qualifications and experience.

CONDITIONS OF EMPLOYMENT

Appointment subject to verification of official transcripts, current or previous employment, tuberculosis exam, and fingerprint clearance. Selected candidate must provide identification and work authorization.

APPLICATION PROCESS AND REQUIRED MATERIALS

- A completed District application
- A cover letter which outlines education and experience relevant to the duties and responsibilities of the position
- A detailed resume of professional experience or placement file

(If the placement file from graduate institution contains three (3) letters of reference which are less than three (3) years old, further letters of reference are not necessary)

- Three (3) letters from persons having first-hand knowledge of the candidate’s professional qualifications, character, etc.;
- Copies of transcripts (need not be official).
- Equal Opportunity Survey - optional

APPLICATION ADDRESS

Request a district application:
(310) 434-4336 (24 hr. employment information), or visit the website at www.smc.edu.

Submit district application and materials:
Office of Human Resources
Santa Monica Community College District
1900 Pico Boulevard
Santa Monica, California 90405

If applying in person, submit application and materials to:
Office of Human Resources
Santa Monica Community College District
2714 Pico Boulevard, Suite 210
Santa Monica, California 90405

The Santa Monica Community College District will not accept FAXED applications and will not fax applications to applicants. Resumes will not be accepted in lieu of the district application. E-Mail letters of reference will not be accepted.

Please note: It is the applicant’s responsibility to ensure that all application materials are received on or before the closing date. All materials included in your application are considered for this position only (all materials may be photocopied). The district application and all supporting documentation including original documentation and any photocopies become the sole property of the Santa Monica Community College District and are not returned.

EDUCATION/EXPERIENCE

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THE DISTRICT

The Santa Monica Community College District is a 37+ acre campus with 5 satellite locations situated in the city of Santa Monica, which is located in the western part of Los Angeles County. The college provides excellent academic and vocational programs and counseling services to an ethnically diverse student population of 32,000.

The Santa Monica Community College District has an annual budget of $120 million, approximately 1200 permanent and full-time faculty members and classified employees.

OUR VISION, MISSION & GOALS

Santa Monica College:
Changing Lives Through Excellence In Education

Santa Monica College strives to create a learning environment that both challenges students and supports them in achieving their educational goals. Students learn to contribute to the global community as they develop an understanding of their personal relationship to the world’s social, cultural, political, economic, technological, and natural environments.

To fulfill this mission, the College provides open and affordable access to high quality associate degree and certificate of achievement programs. These programs prepare students for successful careers, develop college-level skills, enable transfer to universities, and foster a personal commitment to lifelong learning.

Santa Monica College serves the world's diverse communities by offering educational opportunities which embrace the exchange of ideas in an open, caring community of learners and which recognize the critical importance of each individual's contribution to the achievement of the college's vision.

Santa Monica College will be a leader and innovator in student learning and achievement. Santa Monica College will prepare and empower students to excel in their academic and professional pursuits or lifelong success in an evolving global environment.

As a community committed to open inquiry that encourages dialog and the free exchange of ideas, Santa Monica College will serve as a model for students in the practice of its core values: intellectual inquiry, research-based planning and evaluation, democratic processes, communication and collegiality, global awareness, and sustainability.

Santa Monica College students will:
- Acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives;
- Obtain the knowledge and skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions, and solve problems;
- Respect the inter-relatedness of the global human environment, engage with diverse peoples, and acknowledge the significance of their daily actions relative to broader issues and events;
- Assume responsibility for their own impact on the earth by living a sustainable and ethical life style.

REV 10/14/08