

ESSENTIAL TASKS AND RESPONSIBILITIES (EXAMPLE OF DUTIES)

- Collaborates with other Arts and History Coordinators to deliver programming and engagement strategy for the Arts & History division, under the general leadership of the Arts & History Manager.
- Collaborates with other Arts and History Coordinators to develop, implement and evaluate:
 - Plans, policies, activities, programs and events to support the collective missions and visions of the Arts & History division and the Library, Arts, History and CSU Extension Department.
- General oversight, including managing staff resources and delegating tasks to assigned staff members of:
 - Indoor and outdoor event venues and facilities including the Broomfield Auditorium, SL75 Mobile Stage, Jefferson Academy and various offsite locations.
 - Technical equipment for indoor and outdoor events in facilities and venues utilized by division programs and events.
 - The Broomfield Auditorium Rental Program.
- Regular collaboration and partnership with internal and external community organizations, groups, artists, agencies and individuals to embed shared goals and objectives in all aspects of program delivery.
- Communicates, schedules, negotiates and liaises with artists, groups and organizations for programs, events and activities.
- Recruits, trains, supervises, schedules, coaches and evaluates Auditorium Lead Technician and Auditorium Technical Assistants. May also supervise volunteers, interns and temporary staff as needed.
- Maintains supervisory responsibility for all facilities and equipment in use by work unit, ensuring effective and safe operation.
- Gathers, compiles, compares and interprets data for evaluation, reports and recommendations.
- Recommends, develops and implements modifications to programs, systems, policies and procedures.
- Administers assigned budget and revenues, authorizes purchases of supplies, materials and professional services expenditures. Supports capital improvements and equipment acquisitions. Manages staffing budgets for full time and temporary staff.
- In alignment with department and city-wide policies and procedures, develops, implements, trains and leads emergency protocols and procedures for events and venues.
- Provides support to the full Arts & History division team as necessary.
- Collaborates with Library, Arts, History and CSU Extension staff to avoid duplication of service and to incorporate community feedback in program evaluation.