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**CULTURAL CENTER COORDINATOR**

**STATEMENT OF DUTIES:**

The Cultural Center Coordinator will assist in the planning and implementation of events, productions, and daily operations of the Cultural Center. This position requires the candidate to take a hands-on approach to getting the job done. A highly motivated candidate will take the position and make it their own.

**POSITION FUNCTIONS:**

The Cultural Center is a multi-faceted department that stages many events, theatrical performances, and community rental opportunities every year. This position will play a critical role in assisting the Cultural Center Manager in ensuring the day-to-day operations of the Center run smoothly. This position will require someone with exceptional organizational skills, innovative ideas, the ability to think on one’s feet both creatively and critically, and someone who is personable and possesses superb communication skills.

Weekend work will be a norm for this position and the candidate must maintain a flexible schedule and strong work ethic.

**General Functions**

* Will coordinate all room rentals from citizens, resident instructors, and tenants.
* Will assist with box office sales for all events.
* Will coordinate all room set up for rentals and City sponsored events.
* Will perform basic administrative work for Cultural Center Manager.
* Will assist Events Coordinator and Production Coordinator on all City sponsored events/productions.
* Other duties as directed.

**SUPERVISION:**

Employee works under the direct supervision of the Cultural Center Manager and the general supervision of the Community Development Director. This employee does not exercise supervisory responsibilities.

**JOB ENVIRONMENT:**

Employee must maintain a flexible schedule, working some nights, weekends and holidays. Employee must be able to work indoors and outdoors in various weather conditions. Employee will be required to set up and break down events, interact with the public, work across departments, and communicate effectively with all parties involved in the event planning process.

**RECOMMENDED QUALIFICATIONS**

**Physical and Mental Requirements**

* Employee is required to stand, walk, talk, listen, use hands, reach with arms and hands, climb, balance, stoop, kneel, and sit, up to 2/3rd of the time.
* Employee frequently lifts up to 25lbs., and occasionally lifts more than 25 lbs.
* Normal vision is required for this position.
* Equipment operated includes office machines, computers, audiovisual equipment, radio communicators, golf carts, and City vehicles.

**Education and Experience**

* 2+ years of experience in event planning preferred
* Associate Degree preferred: Bachelor’s degree a plus

**Knowledge, Skills and Abilities**

A candidate for this position should have experience in:

* Proficiency in Microsoft Word, Excel and Outlook required
* Experience in graphic design and social media a plus
* Strong ability to manage multiple projects at once
* Exceptional verbal and written communication skills
* Exceptional organizational skills
* Well-developed time management, organizational and follow-through skills

# Special Requirements

* Candidates for this position must possess a valid South Carolina driver’s license.
* Ability to maintain flexible schedule, including some nights and weekends.