

**JOB INFORMATION**

Effective Date	5/10/2022
Job Code:	4215
Job Title:	Coord, Theater and Cultural Arts
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	S2 - Intermediate Support
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Development
Job Family:	Cultural Arts
Job Summary	The Theater and Cultural Arts Coordinator's primary purpose is to provide forward facing support for the university's comprehensive cultural arts programming to achieve strategic goals aligned with UHCL's Impact 2025 and Beyond Strategic Plan. Primary functions include customer service, coordinating marketing and social media content posting, website editing, box office oversight, supervision of student workers, creation of exhibition materials, fulfilling contractual obligations to artists, and advancing contracts, invoices, and data compilation.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Marketing, Communications, Arts Administration, Fine or Performing Arts.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of arts related experience including office, marketing, and box office experience.	Required	
Considerable	At least five years of higher education arts or similar fine or performing arts organization experience.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of non-profit arts organization operations	Skilled
• Knowledge of fine and performing arts, artists, musicians, etc.	Skilled
• Knowledge of University/State procedures or similar organizations.	Skilled
• Skills in Microsoft Office, specifically Word, Excel, and PowerPoint	Proficient
• Skills in Adobe Creative Suite	Proficient
• Skills in box office ticketing and back-end financial reporting	Proficient
• Ability to anticipate and balance the needs of multiple internal and external parties.	Skilled
• Ability to build strong customer relationships and deliver customer-centric solutions.	Skilled
• Ability to know the most effective and efficient processes to get things done, with a focus on continuous improvement.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Provides comprehensive assistance to the Director of Theater and Cultural Arts and interfaces with internal and external communities to ensure quality customer service. Serves as Cultural Arts representative in absence of the Director.	20%
• Receives and screens telephone calls and emails and distributes messages within the Department of Theater and Cultural Arts, including inquiries regarding events, exhibitions and rentals.	10%
• Coordinates and creates promotional materials in line with brand guidelines via the university website, season brochures, social media channels/pages, campus screens, television stations, and advertisements as necessary.	20%
• Assists in the creation, management, and implementation of all booking materials, including artist contracts, rental invoices, and theater schedules.	15%
• Supervises the Department of Theater and Cultural Arts' student employees and volunteer staff. Delegates tasks as needed.	10%
• Procures data and collaborates with University Advancement staff to ensure pertinent information supports strategic initiatives and goals.	10%
• Oversees the Bayou Theater Box Office ensuring accurate reporting of box office income and expenses, and manages the Bayou Theater Box Office during all ticketed event dates.	10%
• Other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description