Performing Arts Administrative Assistant

Long Beach Community College District

CLASS SPECIFICATION
Performing Arts Administrative Assistant

FLSA Status: Nonexempt
EEOC Job Category: Office and Clerical
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, performs complex and difficult office and administrative support duties in support of Theater, Dance & Film department operations and performing arts productions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Performing Arts Administrative Assistant is responsible for independently performing a wide variety of difficult and responsible office and administrative support functions requiring a thorough knowledge of District and department rules, policies and procedures and performing arts production operations and activities.

Performing Arts Administrative Assistant is distinguished from other administrative and clerical classes in that an incumbent in the former class performs specialized administrative and office support functions for performing arts productions.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs administrative support functions for department management, faculty and staff; answers, screens and directs telephone calls and takes messages; greets and directs visitors; researches and responds to questions from current and prospective students, staff and the public; provides detailed information regarding District and department policies and procedures to students and the public according to established procedures; sets up and maintains master and monthly department and staff calendars; provides advice and guidance to students on course selections; assists faculty with a variety of issues; maintains and updates department mailing lists; duplicates and files documents, records and materials.

2. Designs, creates, types, composes and revises reports, correspondence, emails, memoranda, newsletters, programs, press releases, mailings, notices, logs, lists, staff guides and manuals and other specialized documents; types from rough notes, drafts, and brief oral instructions; composes standard correspondence; data enters information.

3. Organizes, maintains and updates confidential subject, project, personnel and specialized technical files, documents and records; creates, maintains and updates filing systems; copies, compiles and distributes reports, documents and other materials; oversees retention of department records and files;
downloads, creates and updates electronic and graphic files; prepares and updates a variety of personnel and payroll documents; prepares leave of absence requests and schedules substitutes for instructors; maintains records of employee time-off; issues keys to faculty and staff.

4. Works with performing arts production directors, cast and designers to complete production requirements and ensure compliance with budgets; designs and creates a variety of publicity materials and coordinates printing; proofs production materials for language and visual imagery; coordinates mass mailings of publicity materials; coordinates and schedules photo shoots of production casts and prepares cast lists; makes reservations for use of District theaters; secures rights to productions and prepares invoices for payment; orders scripts; reserves props and costumes; makes arrangements for transportation; coordinates and schedules department touring productions; makes sure proper insurance is obtained and paperwork is completed.

5. Coordinates the administration of ticket sales and reservations for performing arts performances; orders tickets and coordinates ticket sales with department staff and faculty; prepares comp tickets for the press; coordinates and assists with house set-up; recruits and directs the activities of volunteers and students for performances.

6. Maintains and updates department budget and financial records; compiles data and tracks expenditures and trends in fund usage; ensures accounts are not overdrawn and notifies staff of available funds; makes recommendations regarding fund transfers and sources; prepares purchase orders and requisitions; processes receipts for reimbursement; creates records and reports for capital outlays; maintains vendor budget files and reconciles discrepancies with vendors.

7. Designs, updates and maintains the department’s website and faculty and staff web pages; edits and uploads photographs and performance information onto website.

8. Schedules the use of department facilities by students, faculty and outside groups; maintains the department’s video library; coordinates the participation of guest artists for department programs.

QUALIFICATIONS

Knowledge of:

1. Basic principles and practices of theater and performing arts productions and operations.

2. Office administrative and management practices and procedures.

3. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.

4. Advanced uses of word processing, spreadsheet, database, web design, document publishing and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.

5. Research techniques, methods and procedures.

6. District policies and procedures applicable to budgeting, purchasing and maintenance of public records.
7. Principles and practices of sound business communication.

**Ability to:**

1. Operate a computer, word processing and spreadsheet software and other standard office equipment.

2. Type accurately at a speed necessary to meet the requirements of the position.

3. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.

4. Interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures.

5. Organize, research and maintain complete and extensive office files.

6. Compose correspondence and prepare documents from brief instructions.

7. Communicate clearly and effectively, both orally and in writing.

8. Understand and follow written and oral instructions.

9. Prepare clear, accurate and concise records and reports.

10. Maintain highly sensitive and confidential information.

11. Use a high degree of tact, diplomacy and discretion in dealing with sensitive situations.

12. Establish and maintain highly effective working relationships with District management, faculty, staff, students, vendors, external agencies, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from graduation from graduation from high school or G.E.D. equivalent; completion of two years of college-level coursework in theater arts; and one year of increasingly responsible administrative support or clerical experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Physical Demands
While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.
Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and difficult office administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with District management, faculty, staff, students, vendors, external agencies, the public and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is moderately quiet.