

## PROGRAM ADMINISTRATOR (EVENTS COORDINATOR - COUNTY CENTER)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the General Manager - County Center, the incumbent is responsible for ensuring the orderly and timely conduct of activities needed in the "set-up" and "take down" in various events scheduled at the County Center. The incumbent consults with tenants, Assistant Managers and the General Manager to determine needs and set schedules. The incumbent is responsible for crowd control, fire and safety inspections, for securing adequate staff for such functions as security, parking and box office for each event. Supervision is a responsibility of the position; does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Confers with tenants to determine their needs for the conduct of a program or other activity so the facility can be set up as desired;

Plans layout of performance, backstage and seating areas to conform with specifications established in consultations or by the Assistant Managers;

Coordinates, supervises and participates in activities for the set-up and take-down of set designs and auditorium floor arrangements to accommodate various types of events;

Provides for and maintains crowd control of each event;

Provides for and supervises the orderly parking of large numbers of vehicles;

Inspects premises to detect fire and safety hazards and recommends procedures and changes to eliminate potential problems to ensure the absence of fire and safety hazards;

Supervises the box office and accounting operation for each event;

Assists in the delivery of public relations services for each event;

Supervises the extra stage hands, laborers, ushers, etc., required for each event.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the maintenance and operation of a theater or recreation center in which a wide variety of activities could take place and in which large numbers could congregate; good knowledge of fire and safety regulations pertaining to buildings used for large public gatherings; good knowledge of sport shows, events and exhibitions held in indoor arenas; ability to deal tactfully, but firmly, with the public; ability to evaluate the behavior of large groups and to take effective action as necessary; ability to command respect; ability to speak effectively; initiative; resourcefulness; physical condition commensurate with the demands of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\* in Business, Public or Recreation Administration and four years experience in the administration, operation and maintenance of a facility used for recreation, or entertainment; or (b) high school or equivalency diploma and eight years experience as described in (a); or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

\*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C2484  
Job Group: XII