



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 62-2022/23
DOCUMENT NO. 42-2022/23
DATED 03/15/2023

STUDENT EVENTS SUPERVISOR

Department/Site: Visual and Performing Arts

Salary Schedule: Classified Supervisory

Salary Range: 9

Work Year: 261 Days

Reports to: Director of Visual and Performing Arts

FLSA: Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Visual and Performing Arts, the Student Events Supervisor supports the learning of student artists by creating and facilitating opportunities for authentic, public exhibitions of student work in the areas of Dance, Media Arts, Music, Theatre, and Visual Art. The incumbent coordinates district-sponsored off-campus learning experiences, manages the district (virtual) box office, and host special events in the District and community facilities; and is especially adept at coordinating complicated logistics between various departments of the District, Municipality, and Community Partners/Organizations. The incumbent in this classification provides the school community with support in providing a quality arts program that directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Attends production meetings for events and collaborates with production team members.
- Collects and monitors assigned student activities and project accounting, billing, and budgeting records, and documentation; completes and transfers related reports and forms to appropriate MUSD divisions or departments.
- Coordinates the implementation of event plans, including; identifying and securing event locations and venues; negotiates contracts with vendors; and coordinates staffing from various departments.
- Coordinates and participates in publicizing student events and programs; prepares and distributes press releases and media kits; sends announcements and informational packets to community organizations, communicate with staff to provide additional information; updates the related web pages.
- Designs and creates a variety of specialized project materials such as notices, announcements, invitations, brochures, flyers, certificates, and community service units utilizing freehand techniques or computerized graphics software.
- Develops event plans, handbooks, and standard operating procedures in collaboration with

administration and staff.

- Develops and communicates rules, event structures, and handbooks for events.
- Ensures the District is aligned with state competition rules and guidelines, where applicable.
- Projects and prepares budgets for events in accordance to the District budget's guidelines.
- Prepares and distributes a variety of event materials such as informational packets, invitations to schools and the community, student applications, faculty requests in support of student events and clubs, and instructions for competitions and events in support of community service projects; order event supplies as needed.
- Purchases materials needed for events; researches and purchases new equipment for events and venues as needed.
- Works in collaboration with other appropriate staff as well as school site staff; plans a master schedule for events and communicates and shares event dates with service users, MUSD staff, and the general public as appropriate.
- Supervises and schedules non-contracted staff, including students as needed.
- Works directly with coaches, teachers, school and district administrators, and their representatives to register and prepare for events.
- Works flexible hours including evenings and weekends, when required.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Visual and performing arts events (productions, presentations, festivals, etc.)
- Computerized and conventional professional staging, materials, equipment, and facilities
- Methods and problems of productions, especially logistics
- Operation of a computer and assigned software
- Principles and practices of supervision and training

Skills and Abilities to:

- Apply federal, state and District policies and regulations
- Prepare and maintain accurate records
- Provide leadership
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Ensure the production of multiple events and programs throughout the school year
- Manage the planning of multiple projects simultaneously
- Apply independent judgment and discretion in coordination with limited facilities
- Organize and coordinate District-wide events
- Prioritize and complete multiple tasks in a timely manner, meeting schedules and time lines
- Work with staff in stressful or high-pressure situations created by strict deadlines
- Teach and instruct others and evaluate the performance of assigned staff
- Works with a diverse groups or individuals
- Ensure that safety is a priority focus construction, operation, and production of programs
- Build harmony among team members and convey aesthetic concepts

RESPONSIBILITY:

Responsibilities include: working under direct supervision using industry standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Bachelor's degree from a nationally accredited college or university in Theatre Arts, Marketing, Event Planning, Public Relations; or a related field of study.

EXPERIENCE REQUIRED:

Two (2) years of responsible experience in planning and supervising a variety of events in a large recreational, entertainment or similar public use facility or grounds.

OR an equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

Work is performed indoors and outdoors in an office environment, in performance venues, and in non-performance venues (such as gymnasiums). Requires work in evenings and on the weekend.

- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, move weights of up to 25 pounds and push, pull, and guide materials over 25 pounds
- Climb (e.g. ladders), stoop, kneel, and crouch on a regular basis
- Hand-eye coordination, hand and finger dexterity including ability to grasp and operate shop equipment, calibration instruments and dials
- Auditory ability to hear and discern operating levels from equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view production displays
- Speaking ability to carry on ordinary conversations