



# CLAY CENTER

Clay Center

## Program & Events Coordinator

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**Department:** 1112  
**FLSA Status:** Exempt

**Job Status:** Full Time  
**Reports To:** VP of Theaters and Sales  
**Amount of Travel Required:** Less than 5% travel required.

**Work Schedule:**  
Variable. Contingent upon events calendar.  
Evenings, weekends, and holidays required.

**Positions Supervised:**  
Part-time Event Supervisor(s)

### POSITION SUMMARY

This position provides outstanding guest satisfaction by planning and executing Clay Center events & programs of the highest quality. The incumbent will manage existing performing arts programs and seek new opportunities for audience and revenue growth. The incumbent will coordinate approximately 75 to 100 annual rental events including weddings, galas, touring performances and corporate events. The incumbent will maintain the highest levels of guest service and professional appearance that reflects the Center's image in the community and beyond.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

##### I. Program Development

- Grow the Clay Center audience by developing new performance hall & Caperton Planetarium & Theater programs, events and shows.
- Manage the Clay Center's emerging artists' series, *Sound Checks*, including scheduling & talent booking, marketing strategies and implementation, sales tracking, and event coordination with Box Office and other Clay Center teams.

##### II. Event Sales

- Promote facility rentals to meet budget goals with an emphasis on outside sales & networking in the local and regional communities and professional organizations.
- Advise rental clients on space, setup options, food service, AV and other available resources
- Coordinate guest needs with food service providers
- Provide outstanding on-site event management to deliver highest quality customer satisfaction

##### III. Administrative & Other

- Manage all event master files from contract execution through event conclusion
- In conjunction with the marketing team, develop sales & marketing strategies to promote Clay Center programs and facility rentals.
- Other duties as assigned.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Sales Ability - Ability to use appropriate interpersonal styles and communication methods to gain acceptance of a product, service, or idea.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Friendly - Ability to exhibit a cheerful demeanor toward others.

## SKILLS & ABILITIES

**Education:** Bachelor's Degree (four year college or university) or equivalent experience

**Experience :** • Bachelor's degree preferred, or equivalent work experience • Specialized knowledge in contracting, organizing and managing all logistical aspects of meetings and/or special events; 2+ years experience preferred • Project planning experience - ability to understand scope, create timelines and deliver on time

### Computer Skills

Demonstrated computer skills, including proficiency with Access, Excel, Word, and event management software.

## PHYSICAL DEMANDS

### Physical Demands

		Lift/Carry	
Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	O (Occasionally)	51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<b>Push/Pull</b>	
Climb	O (Occasionally)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

## WORK ENVIRONMENT

Indoor climate controlled work environment.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.