



Position Description

Position Title: Cultural Arts Coordinator

Department: Community Services

Division: Parks and Recreation

Accountable to: Recreation Supervisor – Cultural Arts

Primary Objective of Position:

Provide coordination of event and facility logistics and staff, including the on-site coordination of performances and events. Secondary, provide office assistance as needed to complete cultural arts projects in an efficient manner.

Essential Functions of the Position:

- Provide a team atmosphere and set an example for staff during performances at the Normandale Lake Bandshell and other performance venues.
- Assure safe and timely performance area set-up for staff and participants.
- Work with supervisor in coordinating event logistics and address facility issues as needed.
- Ensure staff is following through with event and facility guidelines.
- Arrangement of performance specifications and technical needs by artists, as needed.
- Assist with various projects as assigned.
- Perform administrative work including facility scheduling, program scheduling, and data entry.
- Assist with transportation and return of equipment, which may include a wide variety of items (examples: tents, carts, tables, chairs, signage, etc.).
- Represent the City of Bloomington in a positive and professional manner at all times.
- Follow daily and emergency procedures and direct staff as needed.
- Ensure thorough publicity for events through media communications.
- Coordination and staffing of large rentals of facilities for special events.

Minimum Qualifications:

- High School Diploma
- Two years' experience working in special events, parks and recreation programs, with stage and sound equipment, or related experience.
- Desire to work in a collaborative environment to generate innovative new programming ideas.
- Computer competency and ability to quickly learn new programs.
- Ability to provide physical assistance in stage and equipment.
- Ability to assist with office work which may include: data entry, publication development, and promotion related work.

- Excellent leadership and customer service skills.
- Ability to lift 50lbs. Safely.
- Willingness to work in a professional manner at all times.
- MN Driver's License and ability to get to/from event locations.

Desired Qualifications:

- Two years of post-secondary or college/university work.
- Two years experience working on stage or sound crews.
- Audio-Visual technician experience.
- Performing arts experience.
- Experience working in special events or recreational programming.
- Graphic design and database proficiency.

Examples of Performance Criteria:

- Employee attendance at all events (unless arrangements made with Supervisor).
- Employee demonstration of willingness to work a team member.
- Employee demonstrates creative solutions to problems in efficient manner.
- Employee works with a professional manner at all times.