

**City of Stoughton  
Position Description**

**Name:** \_\_\_\_\_ **Department:** Opera House  
**Position Title:** ~~Opera House Event Coordinator~~ **Pay Grade:** \_\_\_\_\_ **FLSA:** N  
**Opera House Assistant Director**  
**Date:** December 2007 **Reports To:** Opera House Managing Director

**Purpose of Position**

The purpose of this position is to perform administrative **and other** functions as required **directed** to assist the ~~Director of Media Services and~~ Opera House Managing Director in the day-to-day **overall** operations of the Opera House ~~as well as the Media Services Department.~~

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Process ticket orders and produce ticket sales reports.
- Reply to inquiries regarding events and tickets from the public and media.
- Monitor events and fill in for volunteers when necessary.
- Assist Director with **the coordination, planning, and implementation of** fundraising activities, membership drives, promoting and marketing the Opera House facilities and programs to the public.
- Process memberships.
- Assist **Work in Cooperation with the** Director with **in the supervision** supervising, training, **and management of** managing and directing **permanent part-time and part-time hourly employees as well as** volunteers for all events.
- Develop and maintain Opera House master calendar for use of **by** the facility.
- Assist Director with researching and writing grants and sponsorship proposals; soliciting sponsorship, gifts, and other types of support; and developing and fostering community partnerships.
- Assist Director in presenting informational material regarding the Opera House facilities and programs effectively to community groups, the media and the general public.
- Assist **Work in Cooperation with the** Director with **in the selection** selecting, scheduling, and promoting **promotion of the** Opera House performance series.
- Assist Director with overseeing and approving the production and distribution of all Opera House publications and creating a marketing plan and schedules.

## Opera House Event Coordinator

### **Opera House Assistant Director**

- Communicate effectively with facility performers, staff, citizens and the general public.
- **Manage, develop, and maintain documentation related to all facility use – including contracts, agreements, and invoices for performing groups, renting organizations and other individuals for approval by the Opera House Director.** Coordinate rental of facility, develop and maintain rental contracts and agreements and invoice per contract agreement. Conduct correspondence for renting organizations, performing groups, and other users. Prepare financial statements for events taking place at the facility.
- **Oversee marketing, bookings, contracts, rehearsals, hospitality arrangements, and technical needs for all wedding engagements at the Opera House.**
- **Review and negotiate terms of hospitality riders associated with performing groups for review by the Opera House Director and oversee implementation in a manner consistent with contractual obligations with artists.**
- **Assist the Opera House Director in the implementation of negotiated technical riders in a manner consistent with contractual obligations whenever required.**
- Perform related office administrative tasks, correspondence and filing.
- Ensure box office operations are current and operational.
- Supervise part-time and technical staff and volunteers in Directors Absence.
- Perform other duties as directed by the **Opera House Director**. ~~Director or Opera House Board.~~

### **Administrative Assistant – Media Services**

- ~~Perform office administrative tasks, correspondence and filing.~~
- ~~Assist Director with fundraising activities and promotion.~~
- ~~Assist Director with organizational tasks associated with contracted video production services.~~
- ~~Assist the Director and Production Supervisor in the supervision of part-time employees and volunteers.~~
- ~~Perform other duties as directed by the Director or Cable Commission.~~

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent and vocational/technical training in secretarial/office procedures, with two to three years responsible clerical **arts administration** experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

- Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.
- 
-

~~Opera House Event Coordinator~~

**Opera House Assistant Director**

- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as invoices, bid sheets, meeting packets and minutes, lists, manuals, catalogs, procedures, guidelines and non-routine correspondence.
- Ability to communicate effectively with the Director, other City departments, vendors, volunteers, performers and the public.

**Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

**Judgment and Situational Reasoning Ability**

- Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

**Physical Requirements**

- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/typewriter, calculator/adding machine, telephone, etc.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert light physical effort in sedentary to light work associated with office work.

**Environmental Adaptability**

- Ability to work under generally safe and comfortable conditions where exposure to environment factors poses little risk of injury.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

~~Opera House Event Coordinator~~  
**Opera House Assistant Director**

Council Approved December 11, 2007