

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #24: PRODUCTION COMPANY ADMINISTRATOR

NUMBER OF VACANCIES: 1

DEPARTMENT: PR & CA

WORK LOCATION: Sandstone Productions

HIRING RANGE: \$10.00/hour

PAY CLASS: Seasonal

DAYS WORKED: Varied

HOURS WORKED: Varied

TYPE OF POSITION: Seasonal, Part-Time

APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled

First Review of Applications: Wed., March 17, 2010

JOB DUTIES

*Resumes submitted without a City of Farmington application
will not be considered in our job selection process.*

ESSENTIAL DUTIES:

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Acts as a community contact and representative of the production company which presents performances at the direction of the City of Farmington Office of Cultural Affairs.

Serves as a supervisor of amphitheater personnel and will be responsible for the hiring, scheduling and timekeeping thereof.

Is involved in a Production Team which provides direction of future activities.

Acts as Box Office Manager for Production Team events.

Acts as primary house front person for specific events.

Responsible for Customer Service training for all house front personnel.

Assists in selection, procurement, and merchandising of appropriate souvenirs and other items through multiple sales sites.

May be required to travel for marketing, promotional or developmental purposes, or general company business.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

JOB #24 – Production Company Administrator

Extensive background checks required.

Valid New Mexico driver's license with acceptable driving record for the past three years.

A minimum of one (1) year experience in performance art productions preferred.

Experience in coordinating the efforts of large numbers of workers, both paid and volunteer, preferred.

Experience in developing promotional materials, including building upon previous efforts.

Experience in ticket sales, both normal box office and special promotion programs.

Experience in the selection and merchandising of souvenir items, preferred.

Ability to work a varied work schedule to include evenings and weekends.

Ability to work harmoniously with a wide range of people.

Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public.

Ability to operate tools and equipment listed.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually quiet while in the office and moderate to loud when in the field.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.