

**CAMPUS FACILITIES RENTAL COORDINATOR**

**SALARY GRADE:** [C1-56](#)

**DEFINITION:**

Under the direction of an assigned administrator, oversee and coordinate the non-academic use and rental of college facilities. Serve as evening liaison between students, faculty and staff. Coordinate evening campus services and monitor campus off-site facilities use during assigned day/evening hours. Work with internal campus groups on the use of facilities.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Coordinate non-academic and academic facility rentals for campus facilities; develop and implement a marketing plan to promote rentals of college facilities.
2. Advise and consult with individuals and organizations interested in contracting for the use of college facilities; prepare contracts and invoices for the use of the facilities.
3. Research, identify and negotiate contracts for rental facilities; maintain contracts and fiscal records for facilities rentals; maintain and prepare audit trails.
4. Identify, interview, hire, train and provide work direction to casual employees including contracted workers, TEAs and student employees. Coordinate with other college units to coordinate the necessary staffing for rental events.
5. Coordinate campus evening services to provide quality educational opportunities and resources to evening students; monitor campus and off-campus facilities during assigned day and/or evening hours.
6. Communicate with college divisions and departments to facilitate effective day, evening, and weekend activities; act as evening liaison to faculty, staff and students.
7. Work with the assigned administrator to develop and monitor budget and use projections for facilities rentals.
8. Coordinates the staff that oversees the set-up and operation of lighting and sound equipment and staging for events scheduled in designated facilities; schedule and coordinate related activities.
9. Perform minor repairs and maintenance to equipment; refer major repairs to Plant Services or independent contractors as necessary; submit work orders to appropriate department.
10. Order and maintain supplies and equipment; order technical equipment as necessary.
11. Prepare and maintain a variety of files, records and reports, including attendance, facility usage, customer evaluation/satisfaction surveys and others.
12. Coordinate with the various campus personnel to maintain campus rental website for general campus use.
13. Maintain call list/callback list for evening personnel.
14. Operate a computer and other assigned office equipment.
15. Attend a variety of meetings as assigned.

16. Perform related duties as assigned.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

1. Coordination and management techniques of budgets, contracts, activities, events, and personnel of college facilities rental as well as customer service.
2. Theater operations including, equipment and materials used in the technical operations, theatre productions and theater facilities use.
3. Operation and maintenance of specialized theatre production equipment.
4. Community rental resources.
5. Computers, database programs and excel.
6. Techniques to increase rental usage i.e. marketing and publicity of facilities and educational programs and services.
7. Record and book keeping techniques.

##### **Ability to:**

1. Coordinate the activities and operations of the College during weekend and evening hours.
2. Serve as a liaison between students, faculty and staff and community.
3. Consult with individuals and outside organizations regarding contracting the rental of college facilities.
4. Communicate effectively both orally and in writing including making presentations.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Prepare and maintain a variety of records and reports including budget/audit trails
7. Operate and maintain specialized theatre production equipment.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and assigned software and office equipment.
10. Analyze situations appropriately and adopt an effective course of action.
11. Respond to campus community and external clients in a timely manner.
12. Interpret and comply with technical requirements and applicable safety regulations.
13. Meet schedules and time lines.
14. Work independently with little direction.
15. Plan and organize work; multitask.

##### **Education and Experience**

Any combination equivalent to:

1. Bachelor's degree in business administration, theatre arts, theatre management, facilities management or related field.
2. Three (3) years increasingly responsible administrative experience in an educational or theatre environment.

#### **LICENSE AND CERTIFICATIONS:**

1. Possession of a valid California Driver's License.

#### **WORKING CONDITIONS:**

##### **Environment:**

1. Office environment.
2. Weekend, evening and variable hours.
3. Constant interruptions.

##### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard and various theatre equipment.

3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Climbing ladders to hang lighting fixtures and rigging.
7. Bending at the waist, kneeling or crouching.
8. Lifting, carrying, pushing or pulling objects up to 60 lbs.

**Hazards:**

1. Working on ladders or scaffolding.

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