

**ROSEWOOD ARTS CENTRE**  
**ASSISTANT FACILITY COORDINATOR**  
**(Regular Part-Time)**

**GENERAL STATEMENT OF DUTIES**

Under the supervision of the Rosewood Facility Coordinator, the Regular Part-Time Assistant Facility Coordinator assists in the professional administration, programming, marketing and maintenance duties necessary to the operations of Rosewood Arts Centre. This position assists in the security of the facility, regular interaction with patrons, and front desk operations, as well as working closely with the Facility and Program Coordinators with duties associated with the physical building, equipment, scheduling, and program assistance.

**DISTINGUISHING FEATURES OF THE CLASS**

The Assistant Facility Coordinator is an administrative position responsible for the operations of the Rosewood Arts Centre, its office and its facility, when on duty. The position assists the Division Manager of Cultural Arts, Program Supervisor and the Program and Facilities Coordinators in ensuring that facilities, front desk operations, and programs are running for the maximum safety and benefit to the community at large. The position also exercises initiative and professional judgment in the performance of duties.

**EXAMPLES OF DUTIES (Illustrative Only)**

- Assist Facility and Program Coordinators, Program Supervisor and Division Manager of Cultural Arts in all duties as assigned;
- Responsible for opening, set-ups, tear-downs, closing and securing Rosewood classrooms and facility;
- Responsible for customer service in the Rosewood office, including answering phones, processing transactions, and interacting with patrons;
- Responsible for facility safety and smooth operations;
- Reports problems or changes with facility daily to the Facility Coordinator, Program Supervisor and Division Manager of Cultural Arts;
- Responsible for the opening or closing of the facility and security of all classrooms, equipment, offices, and private studios at end of shift;
- Responsible for correct records and daily revenue in the cash drawer;
- Special event staffing;
- Support for RecTrac updates for programs, event and facility reservations;

- Assists with the Finance system including payroll and requisitions;
- Assists with marketing for Rosewood programs and events, including website updates, social media and press releases;
- Regular and predictable attendance required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the objectives and principles of public facility, including an understanding of activities that comprise an arts center;
- Knowledge of facilities and equipment needed in planning a broad arts program;
- Ability to maintain records, make reports and present ideas and recommendations clearly and concisely, both orally and in writing;
- Must be able to adapt to a varied work schedule involving long hours, nights, weekends, and holidays as necessary to assure successful operation of the Rosewood division;
- Fluency in computer programs including Microsoft Office and photo editing software;
- Must be able to establish and maintain effective working relationships with Administrative staff, peers, subordinates and co-workers, Parks Division and Recreation Division personnel, volunteers, community organizations and all patrons.

**ACCEPTABLE EXPERIENCE AND TRAINING**

Arts-related bachelor's degree and experience working with community arts and cultural programs or any equivalent combination of experience and training which provides the required knowledge, skills and abilities to oversee an arts or public use facility with various technical components. Supervisory experience required, plus ability to work effectively with all employees, City officials and the public. Awareness of art operations preferred.

Approved: MBa'Neil

Date: 8/13/21