CITY OF SANTA CRUZ
AUDITORIUM ASSISTANT

Reports to: **Auditorium Supervisor**
Supervises: **May supervise temporary custodians, cashiers and facility attendants**
Bargaining Unit: **Service**

BASIC FUNCTION

Under general supervision, performs a variety of bookkeeping, programmatic and administrative tasks to assist in the planning and daily operation of the Civic Auditorium, box office and concessions; and, performs other related work as required.

TYPICAL DUTIES *(May include, but are not limited to, the following):*

- Supervises the operation of the box office and concessions; schedules and trains staff; balances receipts and maintains inventory control.
- Prepares daily deposits and revenue reports, records and processes accounts payable and accounts receivable, maintains sales and attendance statistics, and prepares regular reports as required.
- Assists with promotions and advertising.
- Assists with or independently plans, develops and coordinates events and programs sponsored by the Civic Auditorium.
- Acts as public relations liaison to event sponsors, community groups and the general public.
- Maintains various books, logs, schedules, records, and manuals related to the Civic Auditorium operations.
- Assists with hiring, training, scheduling and directing employees to perform custodial, cashiering, concession sales, clerical and other support work.
- Assists with facility operations, including supervising use of the facility to insure compliance with policies and codes, protection of property and safety of all users and staff.
- Conducts research projects or studies and prepares related reports, writes memos and other correspondence as assigned.
- Develops and maintains mailing lists for seasonal and special events.
- Provides information to and answers questions from the public in person, by phone and in writing.
- Assumes the lead position at the auditorium in the absence of the Auditorium Supervisor.

MINIMUM QUALIFICATIONS
(Knowledge, Skills and Abilities):

Working knowledge of:

- the principles and practices of planning and promoting programs and events.
- the principles and practices of bookkeeping and record keeping.

Some knowledge of:

- the principles and practices of accounting.
- the principles and practices of supervision.
- the principles and practices of public relations and marketing techniques.

Demonstrated ability to:

- maintain accurate books and administrative records.
- effectively coordinate administrative procedures.
- select, train, schedule and direct employees and volunteers.
- understand, interpret and apply regulations, policies and procedures.
- organize and coordinate events, programs, logistics and staff.
- communicate effectively, both orally and in writing.
- clearly and tactfully share information and resolve problems.
- establish and maintain cooperative working relationships with a wide variety of individuals and organizations.
- work a flexible schedule, including evenings, weekends, and holidays.

Education and Experience

Any combination of education and experience which provides the required knowledge, skills and abilities is qualifying. A typical way to obtain these qualifications would be:

- High school graduation or G.E.D. and two years of responsible public contact experience involving the coordination of events or programs, bookkeeping and recordkeeping duties, and some supervisory or lead responsibility. An associate's degree from an accredited college or university in theater management, public relations, accounting, recreation or a closely related field may substitute for one year of the required experience.

Licenses

- Possession at time of hire and continued maintenance of a valid California driver's license and a safe driving record; or the ability to provide suitable transportation that is approved by the appointing authority.

DESIRABLE QUALIFICATIONS

- Working knowledge of the general practices and procedures involved in the operation of an auditorium, box office and concessions.
- Some knowledge of building maintenance and repair.
- Some knowledge of the operation of theater lighting and sound systems.

Classification No.: 112
Date of issue: 2/99
Supersedes: 10/88