

# Job Description

Position Title: Coordinator, Arts

Job Family: Administrative Support

Job Level: Support & Service - Senior

FLSA Status: Non-Exempt

Salary Grade: 04

## Position Summary:

The Arts Program Coordinator serves as a key leader in the Pima Arts Division, supporting the Division's student-centered programs, community-facing initiatives, and fundraising events. The Arts Program Coordinator is responsible for coordinating events, managing daily office operations, and overseeing the Division's website and digital presence. The Arts Program Coordinator collaborates closely with the Dean, faculty, staff, and community partners to ensure the smooth execution of arts programming while enhancing student engagement and public outreach. The Arts Program Coordinator plays a critical role in elevating the visibility and impact of the Arts Division across the College and within the broader community.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates student-centered and recruitment-related events, and program fundraisers.
2. Establishes and manages event committees, delegates responsibilities, and ensures event goals are met.
3. Oversees all aspects of event planning: logistics, budgeting, marketing, and community outreach.
4. Serves as the main point of contact for public inquiries and logistics related to events.
5. Collaborates with the Dean and Center for the Arts staff for seamless execution of performances and events.
6. Serves as Project Lead for PimaArts.com, coordinating with web designers from Brink Media.
7. Maintains, curates, and updates website content using Webflow CMS platform, including curriculum updates, student testimonials, and discipline-specific information.
8. Applies design and SEO knowledge to ensure a user-friendly and effective website.
9. Participates in bi-weekly meetings with Brink Media and collaborates with the Marketing Coordinator for ongoing improvements.
10. Provides advanced administrative assistance to Division leadership and faculty, including preparing documents, managing correspondence, and directing inquiries.
11. Manages the Dean's calendar and Division scheduling.
12. Oversees and submits EPAFs and ePARs for faculty and staff, including faculty substitutions and supplemental faculty assignments.

13. Processes payment requests, stipends, and honorariums.
14. Initiates purchase requisitions for Theater performance rights and coordinates with Theater leadership to ensure contract completion.
15. Submits and tracks FAMIS requests, purchase requisitions, and hospitality fund requests.
16. Manages complex budgets across multiple departments: Center for the Arts, Campus Galleries, and academic departments.
17. Coordinates with the Pima Foundation for Division-related funding and donations.
18. Coordinates course substitutions and CQI tickets in partnership with Advising, Department Heads, and Dean.
19. Assists faculty with textbook adoptions, load sheets, syllabi collection, and grade submissions (45th Day & Final).
20. Supports the planning and logistics of advisory committees for programs like Fashion Design and Digital Arts.
21. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of administrative procedures and practices
2. Knowledge of internal and external customer service principles and practices
3. Knowledge and application of organizational and time management principles
4. Skill in effective communication (both written and oral)
5. Skill in performing a variety of duties, often changing from one task to another of a different nature
6. Skill in positive, productive and flexible customer service
7. Ability to adapt and maintain professional composure in emergent and crisis situations
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. May have responsibility for making decisions on hiring, termination and pay adjustments.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Associates Degree/Vocational or technical training in office management required.
- Bachelor's degree and/or advanced certification in administrative support or related area preferred.
- Three (3) to Three (5) years of related experience providing technology general office support required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Occasional work evenings or weekends
- Pre-employment Background Check Required
- May need DMV Check/Current and Valid AZ Driver's