

## FUNCTION COORDINATOR\*

### **Function of Job:**

Under general direction of responsible official, to be responsible for operations, scheduling and coordinating functions/events and helping to promote and supervise the use of a large conference center, performing arts center or similar college/university facility.

### **Characteristic Duties and Responsibilities:**

1. Responsible for daily management/operations of assigned facility.
2. Supervise all aspects of functions and events planned within assigned facility.
3. Oversee arrangements and/or scheduling of bookings, exhibitions, conferences, rehearsals, meetings, performances and/or other academic/staff functions to make maximum use of the facility within established guidelines.
4. Hire, supervise, train, evaluate and schedule work for support staff and student workers, as assigned.
5. Prepare and supervise budget and assist in planning fund allocation in conjunction with Director.
6. Insure quality of facility programming through liaison with campus officials, outside organizations, booking agents and/or touring companies.
7. Coordinate public relations for facility through meetings with campus groups and community/other outside groups, directing publicity for functions and events, and preparing and disseminating promotional materials.
8. Coordinate all physical plant and maintenance needs of the facility.
9. Determine potential users of facilities and meet with them to explain facilities and services available, costs and capabilities.
10. Follow up on functions at the facility to encourage repeat business.
11. Provide campus departments with accurate information concerning their role in forthcoming functions and events.
12. Assure proper management of facility during all functions and events.
13. Serve on facility advisory board and other campus committees, as assigned.
14. Perform related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree and three years of related administrative experience, or equivalent combination of education and experience.
2. Ability to deal effectively with the public and work cooperatively with staff.
3. Ability to maintain accurate records.
4. Supervisory ability.
5. Programming and public relations skills.

5/30/94  
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System Approval

5/30/94  
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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

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\* Revised - original approved 9/30/75 and revised 6/8/76, 8/11/81 and 3/12/93.