



## **Event Coordinator**

**\$5,234 - \$6,362 monthly**

### **The Opportunity & Ideal Candidate:**

Welcome to a world of arts and culture! The San Gabriel Mission Playhouse promotes the development of an artistic program that celebrates the vibrancy of our diverse community by encouraging access to artists, producers, and audiences. Located in the heart of a historic neighborhood, we embrace our role as a focal point for the arts, for the people of the City of San Gabriel, and far beyond. We are proud to host a remarkable and eclectic array of productions and events ranging from Western Symphonies to Chinese Opera, from Classical Ballet to Ballet Folklorico, from Jazz to Hip-Hop, and some of the best Mariachi bands to colorful Broadway shows.

Coordinating performances at the San Gabriel Mission Playhouse can be fast-paced and demanding, so the ideal candidate will be able to multi-task and thrive under pressure as well as have great customer service skills. Candidates must carefully balance the needs of the producers, artists, City staff, and Playhouse staff while taking into consideration the strategic goals of the Playhouse.

### **Position Summary:**

Under supervision of the Production Supervisor, the Event Coordinator is responsible for running the production side of theater events as well as overseeing the stage crew and their staffing, training, and scheduling. They will also assist/manage production improvement projects and maintain equipment logs and repairs. Knowledge of Cue-lab, Vectorworks, Lightwright, Word, and Excel are desirable. This is a true team environment where we rely on each other's strengths and help perform other duties as assigned. Work schedule will vary by week and will require some evenings and weekends.

### **Minimum Qualifications:**

Although other combinations may be considered, a typical way to obtain the knowledge, skills, and abilities would be college coursework related to theater production and two years of increasingly responsible experience working on live events. Theatrical knowledge in lighting, programming, electrical knowledge, analog and digital live sound mixing, rigging, knots, carpentry, sewing, and the ability to lift up to 25 pounds are required. Possession and maintenance of a Class C California Driver's License and satisfactory driving record are also required.

### **Benefits:**

The City of San Gabriel offers the following benefits package:

- Participation in the CalPERS Retirement System: 2% @ 60 for "classic" CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.

- City paid contribution toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs, through CalPERS) and a choice of a PPO or HMO dental plan. Although you typically must insure yourself, coverage of dependents is optional.
- Choice of enrollment in Deferred Compensation (457) Programs.
- Optional enrollment in Supplemental Insurance Programs.
- City-paid long term disability and life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Payment of retiree (and family) health insurance per established vesting schedule.
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

**Leaves:**

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year
- 104 hours of holidays per year

**Annual Cash-Out Programs:**

- Sick Leave Buy Back allows the cash-out of 50% of unused sick leave accrued in the preceding 12-month period between November and October.
- Vacation Buy Back allows cash-out of one week up to 40 hours of unused vacation per year.
- Holiday Buy Back program: allows a maximum of the 8 hours of unused holiday hours per year.

## Application Procedure:

Candidates must submit a completed City of San Gabriel application, cover letter and résumé online at [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). **All application materials must be submitted online by 5:00 p.m. on Wednesday, July 25, 2018.** *Faxed, emailed, or hard copies of application materials are not accepted.*

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

*Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.*  
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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### HUMAN RESOURCES DEPARTMENT

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