



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Arts & Events Attendant (Part-time)	BAND/LEVEL:	NE
DEPARTMENT:	Parks and Recreation	JOB NO:	9037
DIVISION:	Leisure Services	DATE:	01/29/2020
REPORTS TO:	Supervisor, Recreation	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Part-time	COST CENTER:	520
REPLACES:	New position	LAST REVISED DATE:	N/A

JOB SUMMARY STATEMENT:

Assists in the coordination of: special events, gallery operations, children's programming for Arts and Events division. Participates in the planning and execution of events and programs. Identifies grant opportunities and assists with submissions.

DUTIES AND RESPONSIBILITIES:

1. Assists in the planning and execution of art and event programming including but not limited to gallery exhibits, July 4 Star Spangled Spectacular, the Fall Festival and concerts.
2. Required to work on July 4th.
3. Assists with communications and coordination of volunteers, vendors and artists.
4. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. This includes evenings, weekends and July 4.
5. Must be available to communicate with a variety of persons and organizations with which interaction is required to accomplish work and employer goals.
6. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
7. Performs other duties as assigned.



GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- High School Diploma required. Associate's degree or related technical certification preferred.
- Possession of a valid driver's license and ability to maintain an insurable driving record.

EXPERIENCE:

- Prior experience with computer systems required.
- Prior experience in arts, events or with volunteer management preferred.

SKILLS:

- Organizational and analytical skills.
- Attention to detail.
- Basic math skills.
- Time management skills.
- Oral and written communication skills.
- Ability to listen.
- Ability to use social media.
- Basic understanding of art and music.
- Professional demeanor in speaking and writing.
- Working knowledge of windows-based PC software and google based applications such as desktop publishing, presentation, spreadsheets and word-processing.

MENTAL REQUIREMENTS:

- Ability to meet deadlines.
- Ability to carry out assignments through oral and written instructions.
- Ability to work independently.
- Ability to work in a hectic environment with many interruptions.
- Ability to create written communications that are professionally and grammatically correct.
- Ability to work on several projects at one time.
- Good memory skills.
- Ability to learn and comprehend software applications.
- Alpha and numeric recognition.
- Ability to learn new materials and systems.
- Ability to prioritize work.



PHYSICAL REQUIREMENTS:

- Ability to work in extreme environmental conditions.
- Ability to stand and/or walk for an extended period of time.
- Ability to reach, stand, bend, stoop and climb.
- Ability to make and receive phone calls in a professional manner.
- Ability to speak to an individual or a group.
- Ability to operate office equipment such as copy machine, fax machine, calculator, and computer.
- Ability to operate a golf cart.
- Ability to lift 30 pounds.
- Hand and eye coordination adequate to input computer and keyboard.
- Ability to distinguish colors.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Indirect: Vendors, artists and volunteers.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.