

City of San José

TITLE: ENTERTAINMENT COORDINATOR FT/PT (6363/6364)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks, Recreation and Neighborhood Services	Amusement Park Supervisor	Non-Exempt

CLASS SUMMARY:

Under general direction, supervises, plans, prepares and presents theatre productions, program services and one day internal entertainment services for Happy Hollow Park & Zoo (such as special Puppetry events).

DISTINGUISHING CHARACTERISTICS:

This class differs from the lower class of Recreation Leader in that the former supervises the latter and is responsible for the production of entertainment activities and events for Happy Hollow Park & Zoo.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications**Education and Experience**

Associate's Degree or the equivalent of two years course work from an accredited college or university in theater arts, drama or related field and two (2) years of experience performing theater productions, puppeteering, or amusement park entertainment services.

Acceptable Substitutions

Bachelor's degree from an accredited college or university in theater arts or drama may be substituted for the required experience. Additional years of experience may substitute for required education on a year-for year basis.

Required Licensing (such as driver's license, certifications, etc.)

- Valid CA Driver's License or ability to obtain within 6 months of hire date.
- Valid first aid certificate or ability to obtain within 6 months of hire date.
- Valid CPR certificate or ability to obtain within 6 months of hire date.

Other Qualifications**Basic Competencies**

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Partnering/Networking - develops networks and builds alliances; participates in cross-functional activities to achieve organizational objectives.
- Supervision - sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources.

City of San José

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- Creativity - addresses objectives and problems while questioning traditional assumptions/solutions in order to generate creative ideas and new ways of doing business.
- Decision Making - identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Multi-Tasking - can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Customer Service - demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.
- Developing Others - uses appropriate methods and a flexible interpersonal style to help others develop their capabilities.
- Communication Skills - communicates and listens effectively and responds in an timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form

Desirable Qualifications

(Knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Principles and practices of various theatre and entertainment programs, including puppetry and costumed characters.

Ability to:

- Work weekends, evenings, and holidays, during all climatic conditions as assigned.
- Create and develop a variety of theater and education presentations.
- Present puppet shows and participate in puppet productions.
- Perform various tasks related to puppet theater presentations and related entertainment programs, such as writing scripts, making puppets, scenery, costumes and props.
- Use a variety of sound equipment used in entertainment presentations.
- Learn new techniques and teach others, including staff, volunteers or workshop participants.
- Establish and maintain effective work relationships with other workers, volunteers and the public.
- Use safe working practices and procedures.
- Coach and train less experienced employees and volunteers.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Production of Happy Hollow Park & Zoo including the Puppet Theater, special events, workshops, camps and the park's costume character program.	Continuous
2.	Produces, manages, and direct costume character/park performers' roaming entertainment and collaborates with other departments to provide entertainment and artistic enhancement of attractions, in-park and off-site.	Continuous

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3.	Interviews, auditions, hires, schedules and supervises a skill balanced entertainment staff; contributes to performance evaluations, handles training, coaching and mentoring.	Continuous
5.	Guides staff in the creation of story lines, puppets, scenery and props, scripts, and taping of entertainment shows.	Frequent
6.	Preserves order and discipline among participants at a park, playground, or recreation center.	Continuous
7.	Monitors theater budget and grant monies ensuring entertainment services are properly funded; makes recommendations for budget increases and allocation of funds for theater services.	Frequent
8.	In collaboration with other HHPZ staff, prepares and distributes entertainment events outlines include: establishing staffing levels; developing timelines, estimating costs for labor and equipment; and configuring events.	Occasional
10.	Develops and designs new entertainment programs and updates existing programs to stay current with entertainment trends.	Occasional
11.	Responsible for maintaining safe and clean work environment, performs routine safety checks at facilities and watches for safety of participants and spectators.	Continuous
12.	May coordinate entertainment activities for diverse populations (i.e., at-risk youth/high-risk youth, persons with disabilities).	Occasional
13.	Provides supervision and oversight of recruiting and coordinating the activities of volunteers in entertainment programs.	Occasional
14.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY Created 6/98, Rev & Ret. 12/14 (formerly Puppet Theater Coordinator); s001