



CITY OF TORRANCE
invites applications for the position of:

PROGRAM COORDINATOR (CULTURAL SERVICES) (AT-WILL)

SALARY:
\$24.77 - \$30.10 Hourly

OPENING DATE: 09/12/17

CLOSING DATE: 10/02/17 05:30 PM

DESCRIPTION:

Come be a part of the City of Torrance Cultural Services Division by joining their team as their new Program Coordinator!

Serving as a unified campus for learning and excellence, the Cultural Services Division provides classes, programs, and events at the Cultural Arts Center that enrich the community through arts training and instruction and physical fitness/development for all levels of learning. Proudly housing four dance studios with sprung hard wood floors, ceramics and jewelry making studios, painting and drawing studios, and a music/drama room, the Center offers hundreds of classes annually for all ages and all levels of ability, in visual and performing arts, exercise, martial arts, and sports.

As part of the team, the **Program Coordinator** plans, organizes, develops, and supervises classes, programs and special events. This individual develops venues, projects and materials for promotion and publication for fine arts, performing arts, exercise and sports classes, and recreational events; coordinates scheduling of classes with relevant departments; responds to customer inquiries and complaints concerning programs and classes offered; coordinates program details to ensure quality; and trains and supervises part-time staff.

HOURS:

The Program Coordinator may be required to work flexible hours, including but not limited to evenings and weekends.

For a detailed job description, [click here](#).

MINIMUM QUALIFICATIONS:

Education and Experience

Any combination of education and experience that would provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Completion of one year of coursework within a recreation-related specialty, fine arts, performing arts or a related field.

OR

One year of specific and substantial full-time experience which prepares one to function in this position may be substituted for the required year of education. Related part-time experience will be credited in proportion to the average amount of time worked per year.

License and/or Certificates

A valid Class C California Driver's License

Ideal Candidate

In addition to the minimum qualifications, the most successful candidate will possess:

- Bachelor's Degree in business or public administration, recreation, arts administration, fine arts, or performing arts field;
- Experience working in either visual arts, performing arts, or physical education and recreation;
- Passion for working in the arts;
- Creative problem solving skills and ability to multi task;
- Ability to collect and analyze data;
- Willingness to implement new programs and initiatives;
- Tech-savvy and advanced experience utilizing social media;
- Entrepreneurial and accessible nature and ability to collaborate with others;
- Experience in leading a team and working effectively with consultants, contractors, and advisors;
- Strategic problem solving skills and ability to solve issues or problems from a broad perspective;
- Experience working within a budget;
- Excellent communication skills;
- Flexibility; and
- Supervisory experience *desired*.

Previous experience working in a Municipality or an arts center *is preferred*.

HOW TO APPLY & EXAM PROCESS:

Interested candidates must submit an online application and supplemental questionnaire at www.TorranceCA.Gov/Jobs. The application filing period opens **Tuesday, September 12, 2017** and closes **Monday, October 02, 2017 at 5:30 p.m.**

Only those candidates who best meet the City and Department's needs will be invited to participate in the testing process, which will consist of the following components:

Panel Interview - 100% (*Tentatively scheduled on October 19, 2017.*)

SPECIAL NOTES:

Applicants with disabilities who require special testing arrangements **must** contact Human Resources.

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked without notice.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.TorranceCA.Gov/Jobs>

Job #17099008
PROGRAM COORDINATOR (CULTURAL SERVICES) (AT-WILL)
KW

3231 Torrance Blvd.
Torrance, CA 90503
310-618-2915

jobinfo@TorranceCA.Gov

PROGRAM COORDINATOR (CULTURAL SERVICES) (AT-WILL) Supplemental Questionnaire

- * 1. What is your highest level of education completed?
 - High School Diploma or GED
 - Some College Coursework
 - Associate Degree
 - Bachelor Degree
 - Master Degree
- * 2. Indicate your field of study.
- * 3. Indicate the amount of full-time work experience you have in coordinating and implementing Cultural or Recreation programs. (Note: You will need to demonstrate your experience in the job history section of the application.)
 - Less than one year
 - More than one year but less than three years
 - More than three years but less than five years
 - More than five years
- * 4. Describe your experience supervising, scheduling and training part-time staff?
- * 5. Do you have work experience with any of these social media platforms?
 - Facebook
 - Twitter
 - YouTube
 - Other Platforms
- * 6. Describe in what capacity and how frequently you used the social media platforms indicated above. (Type N/A if not applicable.)
- * 7. What class registration software have you worked with in the past? (Type N/A if not applicable.)
- * 8. What steps would you take before implementing an idea for a class or program to ensure that it is viable?

- * Required Question