

CITRUS COMMUNITY COLLEGE DISTRICT

BOARD POLICY

P-2477
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DIRECTOR OF COMMUNITY SERVICES

Appointment

1. The Director of Community Services is recommended by the Superintendent/President and employed by the Board of Trustees.
2. The Director of Community Services is responsible to the Vice President-Student Services.

Duties

1. Operation of Performing Arts Center, excluding technical/backstage aspects.
2. Be responsible for Community Services seminars, workshops, conferences, and other short-term programs.
3. Organize and schedule all Performing Arts Center activities, including rental agreements and fees.
4. Maintain an up-to-date calendar for all Performing Arts Center events.
5. Supervise all employees and the operation of the Performing Arts Center box-office.
6. Establish and maintain sound box-office procedures.
7. Prepare and distribute all financial reports relating to the Performing Arts Center box-office.
8. Direct the hiring, training, and assignment of ushers and other student help as needed.
9. Research, organize, schedule, and contract for all Community Services events held in the Performing Arts Center.
10. Prepare production budgets and accountability for all Community Services sponsored events held in the Performing Arts Center.

11. Work in coordination with the Director of Auxiliary Services in the preparation of production budgets for all Citrus Singers performances and Musical Comedy Theatre productions.
12. Be responsible for paid advertising for all Community Services, Citrus Singers, and Musical Comedy Theatre productions held in the Performing Arts Center, including but not limited to: brochures, newsletters, flyers, and newspaper/radio advertising.
13. Organize materials and subsequent printing of all house programs for Community Services, Citrus Singers, and Musical Comedy Theatre productions held in the Performing Arts Center.
14. Preview music, dance, film, and lecture programs for future program development.
15. Establish and maintain up-to-date resource files and mailing lists.
16. Coordinate Community Services advisory committees.
17. Develop and maintain audio-visual public relations programs.
18. Work in coordination with the Director of Public Affairs on the dissemination of information regarding Community Services activities.
19. Work with community groups who intend to use college facilities.
20. Prepare an annual report on Community Services.
21. Perform other duties as assigned by the Vice President-Student Services.

The Director of Community Services shall chair the Community Services Advisory Committee.

Adopted 11/3/81