City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>The Monument Scheduling Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td>CCSC</td>
</tr>
<tr>
<td>Job Family:</td>
<td></td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NU10</td>
</tr>
<tr>
<td>Date Revised:</td>
<td>09/18/2020</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
</tbody>
</table>

**General Summary:** This position is responsible for scheduling, reviewing, and coordinating stagehand staff coverage within The Monument to ensure required staffing levels. Assists with maintaining files and reports, recruiting, hiring and onboarding of part-time stagehands.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Schedules stagehands to perform the move in, set-up, running, and move out of all events.
- Ensures appropriate staffing levels needed to provide the contractual and required production support for all The Monument events.
- Schedules stagehands for other work calls including equipment maintenance and repairs, and training sessions.
- Works with City approved third-party labor vendors to provide additional stage labor as needed.
- Assists The Monument Stage Manager with Production Unit’s Human Resource responsibilities including recruiting, hiring, and onboarding of new stagehands.
- Assists The Monument Stage Manager in maintaining the Unit’s skill matrix so as to better determine future staff hiring and training needs.

**Qualifications:**

**Education and/or Experience:**

A minimum of one (1) year scheduling and/or dispatch experience required. This position also requires superior professional verbal and written communication and customer service skills. Must possess demonstrated effective interpersonal and relationship management skills along with ability to partner and effectively with staff and managers of diverse backgrounds and skill sets. Must possess proven performance of ability to work professionally under pressure while maintaining composure and poise. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.
**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.