



## **SANDY CITY POSITION OPENING Amphitheater Assistant Venue Coordinator**

**CLOSING DATE:** Open until filled. Department will begin reviewing applications February 25, 2022. Position may close any time after this date. However, applications will continue to be accepted until position is filled.

**STARTING SALARY:** \$11.03-\$17.65/hour

**STATUS:** Part-Time (non-benefitted, <29 hours/wk)

**DEPARTMENT:** Community Arts

**SUMMARY:** Under the direction and supervision of the Venue Manager, coordinate events and logistical needs for the Sandy Amphitheater. Assist with other Sandy Arts Guild events as needed.

**MINIMUM REQUIREMENTS:** High school diploma or equivalent preferred. Some related experience preferred. Valid Utah driver's license is required. Knowledge of understanding of Amphitheater operations and concert touring; City and department policies and procedures; basic record keeping, customer service and problem-solving techniques. Great responsibility for the care, condition and use of materials, equipment, money and tools; responsible to keep amphitheater events running smoothly without surprises and problems to the best extent possible. Ability to professionally furnish and obtain information; frequent contacts involving the carrying out of programs requiring tact and judgment to avoid friction; ability to cooperate with and influence others to obtain desired result; regular and frequent contact with the public, performers, sponsors, community groups and persons of high rank; requires well developed sense of strategy and timing; communicate effectively verbally and in writing. Tool, Machine, Equipment Operation: Frequent use of office equipment including a personal computer, software programs such as Microsoft Office and email, printer, copier and telephone. Regular operation of a city vehicle and occasional need to drive a truck pulling a trailer.

**NOTE:** Applications may only be submitted online at <http://cap.sandy.utah.gov:8780/citizenaccess/>. It is recommended to use Internet Explorer/Edge to apply. If you don't have access to a computer you can visit Sandy City Human Resources office to apply at 10000 Centennial Parkway (10000 So. 170 W) Sandy Utah. Sandy City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs or questions, please call 801-568-7151. Sandy City does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, genetics, protected veteran's status or other classes protected by applicable federal, state and local employment law. Sandy City is a drug-free workplace and an Equal Opportunity Employer. Must pass drug test before hire. If the position is a step position, it may be filled at a lower level.