



## Rental Specialist

**Purpose of the role:**

Under general direction, performs a variety of duties pertaining to the rental of the Bank of America Performing Arts Center (BAPAC) theatres and the grounds of the Thousand Oaks Civic Arts Plaza; conducts prospect research for rental clients; assists in the development of rental strategies; maintains database of rental client information; administers contracts, insurance and settlements; performs related duties as assigned.

**Distinguishing Characteristics:**

The Rental Specialist performs general supportive responsibilities relating to rental of the Bank of America Performing Arts Center (BAPAC) theatres and the grounds of the Thousand Oaks Civic Arts Plaza. Duties are performed in support of the Cultural Affairs Department. Assignments are varied and carried out with a high degree of independent judgment.

***The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.***

**Essential Duties and Responsibilities:**

- Establishes and maintains relationships with promoters, meeting planners, associations, non-profit organizations, location managers, and performing arts companies.
- Responds to rental inquires and serves as the primary liaison between BAPAC and prospective and established rental clients.
- Develops systems and strategies to increase rental activity and recruit new rental clients.
- Prepares and distributes rental information packets, meets with rental clients, provides onsite tours, and coordinates meetings with rental clients and other members of staff.
- Interfaces with various members of the Cultural Affairs Department staff to plan and execute events.
- Maintains master theatre calendars and distributes updates and event information to staff.
- Administers rental documents including the preparation of licensing agreements and timely receipt of licensing agreements, deposit checks, insurance certificates, ticket set-up forms, marquee set-up forms, and other forms and agreements.
- Coordinates event reception and food service needs with appropriate departments.

- Completes processes event settlements and provides data to Finance Department for reconciliation.
- Maintains database for tracking sales leads, contract logs, and prepares quarterly performance measure reports.
- Assists in the preparation of marketing materials for rental of BAPAC including print and online materials.
- Provides administrative and telephone support to the department as required.
- Handles confidential financial records and rental client materials with discretion.
- Performs related duties as required.

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

- Theatre operations and programming, front-of-house, backstage activities, and artist relations.
- Understanding of audio, stage lighting, video and other production fundamentals.
- Structure and content of the English language including spelling, punctuation, grammar and rules of composition.
- Office procedures, methods, and equipment including computers and applicable software applications such word processing, spreadsheets, and databases.

Ability to:

- Perform a full range of varied, difficult, sensitive, highly responsible and confidential administrative, advanced clerical, technical, and programmatic support functions of a general or specialized nature in support of the Cultural Affairs Department.
- Perform basic and complex mathematical functions with speed and accuracy.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written material.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, and apply administrative and departmental policies and procedures.
- Exercise good judgment and maintain confidentiality related to critical and sensitive information, records, and reports.
- Organize and prioritize timelines and project schedules in an effective and timely manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

***Desired  
Minimum  
Qualifications:***

- Respond and perform assigned duties in the event of a City-declared emergency.

**Competencies:**

- Strategic Thinker
- Results Oriented
- Customer Focused
- Flexible/Adaptable
- Planner and Organizer
- Interpersonally Effective
- Technically Knowledgeable

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

**Education and Experience Guidelines:**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in arts management, business administration, marketing, or a related field.

**Experience:**

Two years of administrative, sales or event planning experience preferably for a theatre or performing arts related organization.

**Licenses; Certificates; Special Requirements:**

A valid Class C California driver's license is required.

*The conditions herein 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 job functions.*

**Physical and Environmental Conditions:**

**Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, and documents weighing up to 25 pounds; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Standard office setting; interact with staff, City officials, rental clients, artists and their representatives; occasionally works around loud noise levels.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.*

Date Adopted: 07/01/17

Date Revised: