

Arts and Lectures Manager

University of California, Los Angeles
October, 1978

Class Specifications - D.25
Arts and Lectures Manager - 6466

CLASS CONCEPT

Under direction, Arts and Lectures Managers plan and coordinate a campus arts and lectures program; serve as advisor and coordinator to various committees and departments responsible for specific segments of a campus program; supervise a small staff; and perform other related duties as required.

Incumbents typically provide professional advice and information concerning program objectives and content; provide guidance on the probable artistic and financial success of events such as concerts, theater, dance, films, and lectures; plan, coordinate and supervise financial and technical activities associated with budget control, promotion and publicity, production and presentation and negotiations for an arts and lectures program; coordinate events to produce a balanced program; and work closely with campus departments, organizations, private firms, colleges and university associations in planning and coordinating events and services related to programming, scheduling, promotion and production of the arts and lectures program.

MINIMUM QUALIFICATIONS

Graduation from college and three years of experience in the management of public events; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.