



Las Virgenes Unified School District

4111 Las Virgenes Road, Calabasas, CA 91302

(818) 880-4000 • Fax (818) 880-4200

<http://lvusd.org>

Job Description: Front of House Coordinator

Under the Direction of the Theatrical Production Manager, the Front of House Coordinator for the Performing Arts Education Centers at Agoura High School and Calabasas High School, coordinates the scheduling of all Front of Hour staff for upcoming events. Responsibilities include ensuring that events are properly staffed with Front of House personnel. All LVUSD Front of House Coordinators are required to work effectively with LVUSD students and be dedicated to fostering academic and social emotional growth within the LVUSD student population.

Major duties and responsibilities:

- Coordinate staffing of event coordinators, box office personnel and usher/ticket scanners for all upcoming events at both performing arts venues from our over-hire list
- Schedule staffing needs via email and phone call, including last-minute rescheduling needs
- Create online box office, using PAEC ticketing platform, for upcoming events
- Anticipate problems and implement relevant solutions
- Manage complimentary ticket requests from producers
- Troubleshoot any box office equipment problems
- Maintain concessions stock
- Coordinate with producers about Front of House needs
- May fill in as an usher, ticket scanner, box office ticket seller as needed
- Performs other related duties as requested or assigned.

Knowledge, Skills, and Abilities:

- Knowledge of Front of House overall operations
- Knowledge of box office system preferred but not necessary
- Knowledge of use of Microsoft and Google platforms
- Ability to be very organized and detail oriented
- Ability to communicate effectively both orally and in writing
- Ability to de-escalate customer service issues.

Supervision/Evaluation:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Education and Experience Required:

- High School Diploma/GED Minimum
- Performing arts, event planning and/or scheduling experience preferred



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Working Conditions:

- Work is performed indoors and outside in seasonal climate and weather conditions
- Must be available to attend meetings, program events and activities at various locations
- Will be required to work a varied schedule including days, evenings, weekends and holidays
- Responding to emergency maintenance needs will be required
- Wear District provided identification and clothing as required
- Moderate stress level
- Possible confrontations
- Moderate to loud noise levels
- Regular/occasional contact with teachers, parents, students, staff, Board of Education members, community members, and outside agency personnel
- Work on ladders and from high-reach equipment.

Physical Abilities:

- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, walk, and crawl
- Able to climb slopes, stairs, and ladders
- Able to sit and stand for sustained periods of time
- Able to kneel or squat for extended periods of time
- Able to operate a computer
- Able to lift/carry up to 35 pounds
- Able to push and pull objects weighing up to 35 pounds
- Able to sustain strenuous manual labor for 4 hours with legal breaks
- Able to exhibit full range of motion for back lateral flexion
- Able to exhibit full range of motion for hip flexion and extension
- Able to exhibit full range of motion for knee flexion
- Must have hand and finger dexterity to operate equipment
- Able to work at considerable heights using ladders, lifts, catwalks and tension grid
- Must have Visual and auditory acuity to maintain safety standards.

Board Approved 9/13/22