



FACILITY COORDINATOR FOR DECKER COMMUNITY ROOM SCOPE OF SERVICES, REQUIREMENTS AND QUALIFICATIONS

The purpose of the Decker Community Room is to nurture community vitality by providing an accessible, flexible multi-purpose community space for Ridgway residents and visitors to gather, share their creative work, exchange ideas, and build community. The Town of Ridgway intends for the Decker Community Room to be accessible to the community, transparent and fair in its policies and procedures, community-engaged in programming and decision making, well-maintained, aesthetically pleasing, and functional for a wide variety of community uses.

The contractor shall provide the following coordination services to the Decker Community Room at 675 Clinton St. Ridgway, CO. It is anticipated that the responsibilities will generally average approximately 10 hours per week.

The duties and responsibilities of the Facility Coordinator for the Decker Community Room are as follows:

1. Coordinate art exhibitions and activities in the Decker Room

- a. Communicate with exhibiting artists and event organizers verbally and in writing to ensure understanding of policies and procedures, needs and coordinated timing of activities.
- b. Manage the facility rental calendar and keyless entry system, utilizing Proximity Space platform provided by the Town, to manage scheduled activities, payments, and damage deposits in compliance with Town of Ridgway's established policies and procedures.
- c. Oversee art show installation and break-down in keeping with established standards for the space.
- d. Support promotion of events through posting flyers and assisting event organizers and Community Initiatives Facilitator with web-based and social media promotion.
- e. Assist Community Initiatives Facilitator to develop additional policies and procedures as needed.
- f. Assist with working with a small group of volunteers to create and communicate a general exhibition structure for each year, with the intention of keeping the space activated with art year round.

2. Coordinate volunteers

- a. Work with volunteers to maintain regular open hours for the Decker Room. Train volunteers using established volunteer training materials. Update training materials as needed in coordination with the Community Initiatives Facilitator.

3. Oversee space management and maintenance

Ensure the Decker Room remains well-organized, aesthetically pleasing, clean and in good repair. Coordinate with contracted janitorial service and notify Community Initiatives



Facilitator of any maintenance or repair needs. Coordinate with Community Initiatives
Facilitator to purchase supplies for the space as necessary.

Contractor shall be responsible for the professional quality, timely completion and coordination of all services as outlined in the contract agreement and shall without additional compensation promptly remedy and correct any errors, omissions or other deficiencies. Contractor is solely responsible for the timing, means and methods of performing the work. Contractor shall meet or exceed industry standards applicable to the services and shall provide for all training and education needed and provide all tools necessary to perform the services. Any materials and equipment to be provided by the Town shall be negotiated in advance.

The minimum education and experience qualifications for the contract Facility Coordinator position are as follows:

- Three (3) years of responsible experience performing above or related duties; OR
- An equivalent combination of education, training and experience, which provides the required knowledge, skills and abilities, may be substituted.

Knowledge, skills and abilities include:

- Knowledge of art management and/or curation preferred.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to perform well in a fast-paced environment.
- Excellent interpersonal communication skills.
- The art of diplomacy and ability to problem-solve and function in a collective, team environment with Town employees and members of the community.
- Ability to represent the Town in a professional manner at all times.