

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST**

Sept. 20, 2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Facilitator III Position #: IA- 00003 FTE: 1.0 Level: CL-32 Department: THEATER	<p>1. Key responsibilities of position:</p> <p>Under the direction of an assigned supervisor, perform a variety of specialized duties, such as public relations, publicity, accounting and bookkeeping functions to facilitate department and program operations, including but not limited to: Perform a wide variety of public relations duties to facilitate operations; provide information to the public concerning theatre productions, facility use and rental, tickets and related regulations, policies and procedures. Schedule production performances and facility usage as required; prepare and maintain calendar of events. Coordinate and schedule Touring Troup performances; organize travel arrangements and maintain related records and documents.</p> <p>2. Current status of position:</p> <p align="center">Vacancy due to retirement</p> <p>3. Strategic Staffing Rationale</p> <p>Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Critical threshold of instruction or support services <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1377401-2210 ○ Annual Salary at Step B: 4145/mo 49740/annual