# August 26, 2013

The Honorable Uvalde Lindsey, Chair

The Honorable Andrea Lea, Chair

Personnel Committee of the Arkansas Legislative Council

State Capitol Building

Little Rock, AR 72201

Dear Senator Lindsey and Representative Lea:

The University of Arkansas Community College at Hope (UACCH) requests the establishment of one (1) full-time position from the Higher Education Central Pool authorized by Act 1397 of 2013. In accordance with the provisions of the Act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

**Requested Recommendation**

**Title:** Technical Director **Title:** Special Events Manager

**LIM – FY14**: $50,000 **Grade – FY14**: C115

**Number of Positions:** 1 **Number of Positions:** 1

The additional position is requested due to increased use of Hempstead Hall which serves the UACCH campus, profit and non-profit organizations, state agencies and a host of various businesses and industries. This position title currently exists in many institutions across the state.

The Special Events Manager will be responsible for technical assistance for events held in Hempstead Hall. This individual will operate, maintain and safeguard the technical assets of the center, including supervising the use of lighting, sound equipment as well as the use and maintenance of stage, convention and event facilities. In addition, the Special Events Manager supervises and assists with event setup. He/she will ensure that technical staff receives appropriate training and development.

Thank you for your consideration.

Sincerely,

Shane Broadway

Interim Director