

ARTS AND CULTURE MANAGER

PURPOSE AND NATURE OF WORK

Position is responsible for planning, managing, and directing the Heymann Performing Arts Center, and, through the Museum Director, general management of the Museum, Planetarium and Nature Station.

Incumbent report to the Director of the Department of Community Development, and has supervisor responsibilities for a moderately sized staff.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by the incumbents in this class. All duties performed by any single incumbent may not be listed, nor does any incumbent perform all of these examples.)

Plans and coordinates programs, operations and maintenance at the performing arts center. Assesses functioning of the museum, planetarium and nature station. Oversees and participates in booking events and negotiating contracts for leasing of facilities, and ensuring that stage equipment and personnel are properly programmed and managed. Attends performances, functions as required. Prepares annual budget, attends and assists in its presentation. Oversees record keeping, collection of receipts, concessions, catering and admission fees from auditorium and museum facilities. Promotes the community's use of the division's facilities. Attends meetings of, assists and works with two advisory commissions.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of principles and practices of performing arts center operations and maintenance.

Thorough knowledge of methods and materials required by entertainment events typically using the performing arts center.

Knowledge of event coordination, box office procedures, concession operation, contract negotiation and related activities.

Knowledge of natural science exhibition and education methods, materials, principles and practices.

Knowledge of public safety requirements as related to auditorium, museum and related facility use.

Ability to form working relationships with elected officials, entertainers, employees, volunteers and clients.

Ability to communicate clearly and effectively, verbally and in writing, individually and to groups.

DESIRABLE TRAINING AND EXPERIENCE

Completion of a Master's Degree program in Business or Public Administration, including coursework in Natural Sciences, Museology, or related field, supplemented by substantial working experience in administration of public assembly facilities and performing arts centers.