

MANAGER OF PERFORMING ARTS THEATER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for the overall operation, marketing and use of the Forum Performing Arts Theater. The incumbent ensures that sound fiscal judgment applies to the overall operation, contracts, concessions and tenants of the facility. This position also coordinates and supervises the activities of ushers at the Arena and the Forum, as well as occasionally for special County events at other locations. General instructions are received from the Arena Manager with considerable leeway allowed for the use of independent judgement in carrying out the details of the job. Supervision is exercised over the work of the ushers, maintenance and custodial staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements facility advertisements and direct mail promotions;
Performs administrative duties such as employee supervision purchase requisitions, show settlements, budget preparation and policy manual development;
Manages and follows through on the event bookings for the facility;
Plans, schedules and evaluates the work of ushers;
Maintains the ushers' payroll records;
Acts as liaison between facility staff and arts group patrons/renters and stage hands;
Sets the tone and ambience for all front-of-house operations;
Oversees patron comfort and safety;
Performs and maintains marquee operations;
Maintains records and makes reports for the Arena Manager;
Regularly assists the Arena Manager and may act in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles of public relations, personnel, management, theater marketing and budgeting;
Good knowledge of the methods and practices of a building maintenance program;
Good knowledge of purchasing techniques;
Ability to coordinate and supervise the work of others;
Ability to develop friendly and productive relationships with the public and community arts groups;
Resourcefulness;
Persuasiveness;
Initiative;
Tact;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business management, public administration, marketing or closely related field and two years of experience involving business management or marketing responsibilities.

SPECIAL REQUIREMENTS:

- 1) Possession of the appropriate level motor vehicle operator's license at time of appointment.

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- 2) Certification in the following within the probationary period:
- American Red Cross Standard First Aid or equivalent AND
 - American Red Cross CPR for Professional Rescuer or equivalent AND
 - Automated External Defibrillator