

Job Description

Position Title: Manager, Center for the Arts

Job Group: Production Theatre

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Manager, Center for the Arts performs a variety of duties related to planning, directing, and reviewing the programs, activities, and operations of the Center for the Arts. Supervises staff and consults with facility users. Coordinates facility use agreements, schedules, box office, marketing, and production-related functions. Promotes internal and external events and programs. Oversees budget, accessibility, and college compliance.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Creates and implements schedules for programmed events for internal and external clients to support and grow the performing arts program.
2. Develops and maintains internal and external contracts; develops strategies and coordinates efforts to ensure program success and client satisfaction.
3. Supervises staff: prioritizes and assigns work; conducts performance evaluations; ensures staff is trained; and makes hiring, termination, and disciplinary recommendations.
4. Develops and administers Center budget; forecasts needs for staff, equipment, and supplies; and, monitors and approves expenditures.
5. Represents the college at a variety of internal and external activities.
6. Serves on various committees and task forces.
7. Networks with internal and external stakeholders to PCC arts programming.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of business management and fiscal practices
2. Knowledge of managerial and supervisory skills
3. Knowledge of principles and methods for promoting programs and services

4. Skill in people leadership and supervision
5. Skill in project management principles, processes, and techniques
6. Skill in positive, productive and flexible customer service
7. Ability to adapt and maintain professional composure in emergent and crisis situations
8. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
9. Ability to apply effective written and verbal communication skills

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Performing Arts, Marketing, or a closely related field of study required.
- Master's degree in Performing Arts Management or a closely related field of study preferred.

- Three (3) to five (5) years of related experience with event management in the performing arts.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work hours
- Pre-employment Background Check Required