



Title: Arts & Theater Manager

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from a Department Director or Deputy Director.

Exercises direct supervision over professional and para-professional staff, full-time, part-time, seasonal non-benefitted employees, contract employees and employees working with associated contracts.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires a working knowledge of specialized practices, complex systems, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- 5 years minimum of previous supervisory experience is preferred.
- Prefer a masters degree in Arts Administration, Theater Management, Theater Business, Fine Arts Management, Non-Profit Management or similar.
- Membership in a regional Arts & Culture Council or similar, Stage Managers Association, Theater Communications Group, Professional Lighting and Sound Association or similar, is preferred.

JOB SUMMARY

The purpose of this position is to manage the City's comprehensive arts program, including, but not limited to, the arts fund, arts master plan, public art projects and contract and engagement of performing arts, management liaison to the Peoria Arts Commission, and administer the City's theater programming and related facilities, including the Peoria Center for Performing Arts (PCPA), acting as the liaison between the Department and the resident theater company.

Supervises facility use; arranges custodial, maintenance and repair work at the facility; recommends and implements equipment replacement. In collaboration with staff from the resident theater company, responsible for creating the facility schedule, patron relations, providing leadership in advocacy and fundraising, and planning events. Ensures strong communication across all program areas strengthening the City and PCPA offerings with effectiveness and customer service. Represents and markets the City and the PCPA at public events, conferences, media events, etc. Implements department and city goals and objectives; interacts with a variety of community groups, special interest groups, private and governmental agencies. Develops and oversees volunteer programs; participates on boards and committees representing the interests of the City and the department. Establishes short and long range strategic plans; oversees acquisition and control of related theater and arts equipment, materials and supplies; establishes community partners to enhance delivery of services.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff and contracts by planning and prioritizing tasks, ensures policy and procedure compliance, recommends changes and adjustments, monitors staff performance and development.
2	Coordinates the arts program, including public art programs, performing arts offerings and oversees the City Hall Gallery. Interacts with a variety of community groups, special interest groups, private and governmental agencies to promote arts participation in the community.
3	Supervises facility operations of the PCPA. Develops and administers policies and procedures; inspects and documents operational and maintenance needs; monitors program activities; responds to internal and external inquiries; develops communication and marketing materials; coordinates and manages activities with resident theater company and department staff, departments, contractors, and vendors; ensures compliance with city, county, state and federal regulations. Implements revenue strategies for the PCPA and resident theater company, such as donor research, grant solicitation and administration, and business development projects.
4	Prepares, administers and monitors annual operating budget, revenue and expenditures and capital improvement budgets. Forecasts revenues and expenditures; presents proposals for approval; authorizes payments and monitors expenditures for recommended adjustments. Researches, develops and presents to Council, policies relating to budget.
5	Manages, develops, oversees, and evaluates programs and services for effectiveness; recommends and implements changes as needed; researches trends; directs marketing efforts and reviews contracts for sponsors and program partners. Analyzes the cost benefits of programming, audience engagement strategies, operations and organizational operating models. Oversees and manages the Lease and Operating Agreements with the resident theater company at the PCPA.
6	Establishes and manages contracts for private vendors; coordinates execution of contract with Materials Management Division; negotiates and maintains sponsorship and partner agreements.
7	Manages internal and external communications. Interacts with media, posts to social media; serves as liaison to committees.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers and specialized software, printers, scanner, copiers, telephone and related. Vehicles including golf carts and 15-passenger van, performing arts specialized equipment.

PROTECTIVE EQUIPMENT REQUIRED:

None Required