



Job Title:	Facility Manager	Wage/Hour Status:	Exempt
Reports To:	Director of Fine Arts	Pay Grade:	Professional 2A
Dept. /School:	Fine Arts	Date Revised:	02/15/2012

Primary Purpose:

To coordinate and supervise the daily operations of the District's performing arts facilities. To assume primary responsibility for the operations and security of the District's performing arts venues.

Qualifications:

Education/Certification:

Bachelor's degree required

Special Knowledge/Skills:

Strong organizational skills

Extensive knowledge of safety requirements in a multi-purpose entertainment venue

Ability to coordinate multiple district functions

Ability to manage personnel

Working knowledge of the functions, operations, and equipment used in a multi-purpose performing arts venue

Strong communication, public relations, and interpersonal skills

Experience:

Minimum of three years experience working in a multi-purpose special events venue

Previous leadership responsibilities in restaurant, hotel or institutional management, preferred

Major Responsibilities and Duties:

1. Serve as the contact for all activities scheduled in the performing arts venues across the District.
2. Coordinate and maintain a comprehensive calendar of activities in all District performing arts venues.
3. Work with facility staff to ensure adequate setup for all events is completed in a timely and efficient manner.
4. Assist, as required, with the organization of meeting and performance spaces.
5. Coordinate with facility staff for all audio, video and technology-related requirements for meetings and/or performances.
6. Develop procedures and strategies to protect District equipment from loss or damage.
7. Supervise all activities that take place in the District's performing arts venues.
8. Work with departmental staff to develop a budget and maintain accurate records of all expenditures.

9. Manage the various Districts' performing arts venues to ensure a clean, safe and orderly environment.
10. Facilitate the maintenance and repair of all facility equipment.
11. Perform other duties as assigned by the Director for Fine Arts.
12. Other duties as assigned.

Supervisory Responsibilities:

Overall supervision of staff, students, and patrons at all Performing Arts Center events.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent prolonged and irregular hours.
Ability to lift and carry objects up to 30 pounds
Ability to climb stairs and ladders
Ability to work from extended heights

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.