



**Job Title:** Director of The Center for Performing Arts **Wage/Hour Status:** Exempt/ 226 day

**Reports To:** Associate Superintendent for  
Student Services & Support

**Pay Grade:** Administrative  
Pay Scale 8

**Dept. /School:** Administration

**Date Revised:** 12/13/2017

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**Primary Purpose:**

Direct and manage the overall operations of The Center for the Performing Arts for the district.

**Qualifications:**

**Education/Certification:**

Bachelor's degree required  
High School Diploma required

**Special Knowledge/Skills:**

Knowledge of overall operations of a Performing Arts Center and multipurpose entertainment facility  
Must possess strong leadership and communications skills  
Ability to manage budget and personnel  
Ability to detect and solve problems in an efficient and cost effective manner  
Ability to interpret policy, procedures, and data  
Excellent attention to detail  
Effective organizational, communication, public relations and interpersonal skills

**Experience:**

Over five years of relevant experience in facilities of similar type, size or larger  
Experience in working with promoters, event producers and event planners strongly preferred  
Experience in booking and negotiating local, regional and national events strongly preferred  
Experience in the entertainment industry or education preferred

**Major Responsibilities and Duties:**

1. Provide leadership, management, and direction by implementing strategic planning and procedures, overseeing employee related functions to include hiring, training, evaluating and disciplining staff, overseeing facility and grounds maintenance, and marketing of venues and events.
2. Oversee planning, staffing and management of all facility events by monitoring and evaluating quality control and efficiency of services.
3. Prepare, implement, and monitor detailed program budgets by developing cost analysis for all divisions as it relates to events, venues, and facility maintenance.

4. Responsible for event contract, negotiations, settlement process with promoters, renters and artist agents.
5. Oversee the implementation of preventative maintenance programs and plans, ensuring compliance with local and state building, fire and safety codes and regulations.
6. Establish and maintain effective working relationships with civic organizations, city personnel, media, lessees, vendors, and the general public.
7. Promote the use of the facility to maximize utilization and negotiates lease agreements as necessary and in the best interest of the facility.
8. Oversee staffing contracts and client and vendor relations.
9. Work closely with internal ISD departments for daily operations such as Human Resources, Finance Department and Information Technology.
10. Plans and implements district special events and programs.

**Policy, Reports, and Law:**

11. Compile, maintain, file, and present all physical and computerized reports, records, and other documents.

**Budget:**

12. Prepare and administer the Center budget and ensure all district events are cost effective and funds are managed prudently.
13. Compile budgets and cost estimates based on event rental needs.

**Personnel Management:**

14. Assist with recruitment, selection and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline and dismissal.
15. Assist with the implementation of the designated appraisal system.

**Community Relations:**

16. Demonstrate use of appropriate and effective techniques to encourage community involvement.
17. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing the district's mission.
18. Demonstrate an awareness of district – community needs and initiate activities to meet those needs.

**Supervisory Responsibilities:**

Supervise and evaluate the performance of center and support staff in the MISD Performing Arts Center.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Regular prolonged and irregular hours including weekends and holidays.

*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.*