

Tuscaloosa County Park and Recreation Authority
Job Description

Job Title: Arts Council Venue Manager – Dinah Washington Cultural Arts Center
Department: Arts Council
Reports To: Executive Director
FLSA Status: Exempt
Job Level: Level 28 - \$44,014.87 (min) to \$55,018.58 (max)

SUMMARY

The Venue Manager performs a variety of tasks including administrative and supervisory duties as well as physical labor involved in the operations of a cultural arts center.

ESSENTIAL FUNCTION:

Responsible for overall operations of the DWCAC as an event rental facility, gallery, and office rental space for member organizations. Also has secondary responsibility to Bama Theatre as needed.

Provides technical and consulting assistance to renters, member organizations, individuals and groups in the community upon request and attends all meetings of the Arts Council board as a non-voting member whose advice will be sought.

Promotes the use of the DWCAC to a wide variety of groups and individuals including event tours and community organization visits.

Maintains effective channels of communication with all renters and arts staff.

Maintains a calendar of events booked into DWCAC and an accurate record of such events on a daily basis including the issuance and monitoring of contracts, invoicing, collection of documentation, and assistance with their rental.

Maintains both the public and service areas of the space in such a manner that they are clean, attractive and safe at all times.

Responsible for seeing that appropriate personnel are on hand at all time the DWCAC is in use for event rentals along with providing the necessary training for event supervisors to assist with event oversight.

Responsible for inventory and purchasing of routine cleaning and maintenance supplies along with working with third-party vendors to create a process for the space.

Responsible for security, i.e., locking up, turning off lights, regulating heating and cooling, etc.

Research and collaborate with peers on programming for the DWCAC and ways to expand knowledge and support for the mission of the Arts Council

Prepares and/or receives forms, reports, and documentation; completes, processes and/or forward; maintains records; request quotes and provides project information. Maintains inventory and related files; requests/orders needed materials; prepares budget recommendations

Assist in fundraising, planning and campaign development for the DWCAC and the Bama Theatre.

Maintain database contacts for the Arts Council member organizations-

Assist current staff with additional needs in order to allow for growth of the organization

Assist in planning all marketing and promotional activities at the Dinah Washington Cultural Arts Center.

Be fully aware of and assist in all emergency and health and safety procedures.

Serves as a venue and/or facility representative during events and responds to and resolves emergency situations and/or patron problems such as medical emergencies or security incidents; ensures all aspects of events are implemented and controlled according to plans.

Remains on call during scheduled events and/or works various shifts, weekends, and/or holidays as deemed necessary; notifies appropriate personnel when unavailable for duty or call out.

Work may involve some evening and / or weekend work as necessary; works events as required including those that occur during regular work hours, as well as those that occur in the evening, at night, and over the weekend; often a flexible schedule is used to accommodate multiple and lengthy events.

Serve as the Arts Council gallery coordinator for the Arts Council gallery in the Dinah Washington Cultural Arts Center. This includes coordinating the hanging and breakdown of gallery shows between the space and the artist. Keeping a schedule of exhibits within the space.

Other duties as assigned.

Adheres to all policies and procedures as established in P.A.R.A.'s Employee Handbook and Administrative Handbook.

SUPERVISORY RESPONSIBILITIES

Supervises DWCAC event supervisors, and concession and/or box office personnel in the absence of the theatre manager.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from an accredited four-year college or university with a major in the area of arts, hospitality management and humanities/marketing. Experience in public relations needed.

LANGUAGE SKILLS

Language Skills: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or styles. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and /or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to stand; walk; stoop, kneel. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

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.

The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

"PARA is proud to be a DRUG FREE WORKPLACE"