

Tuscaloosa County Park and Recreation Authority
Job Description

Job Title: Arts Council Venue Manager- Bama Theatre
Department: Arts Council
Reports To: Executive Director of Arts Council
FLSA Status: Exempt
Job Level: Level 30 - Salary \$44,041.06 (Min) to \$55,051.33 (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 an arts center. The job requires working many nights and weekend hours by performing the following duties personally or through subordinates.

ESSENTIAL FUNCTIONS:

Responsible for overall operations of the Bama Theatre as a performing arts center both front of the house and back of the house. Also has secondary responsibility to the Dinah Washington Cultural Arts Center as needed.

Provides technical and consulting assistance to theatre users, member organizations, individuals and groups in the community upon request, provides data as required for board meetings, annual report, grants and other projects. Attends all meetings of the Arts Council board as a non-voting member whose advice will be sought. Provides data as requested, for board meetings, annual reports, grants, and other projects.

Promotes the use of the Bama Theatre by a wide variety of groups and individuals.

Issues and maintains records of all rental contracts for the Bama Theatre as well as invoices. Responsible for keeping accurate financial records of rentals, box office and concessions.

Maintains effective channels of communication with theatre users and arts staff.

Maintains a calendar of events booked into the theatre and an accurate record of such events on a daily basis including the issuance and monitoring of contracts and preparation of statements for theatre and equipment rental.

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

Maintains and routinely repairs stage riggings, stage dressing, lighting and theatrical equipment. Responsible for inventory and purchasing of soft drinks, food, liquor, ice and concessions supplies.

Responsible for seeing that appropriate personnel are on hand at all time the Bama Theatre is in use for a public performance, rehearsal or stage preparation. This includes bartenders, box office personnel, ticket takers, etc. Concessions will be the responsibility of the Manager or his/her agent. The agents of the user will perform other jobs.

Responsible for inventory and purchasing of routine cleaning and maintenance supplies, as well as supplies for the operation and maintenance of theatrical equipment.

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

See that a current announcement is maintained on the marquee in conjunction with the Arts Council Publicist.

Responsible for programing of the Bama Arts House Movie Series. This includes working with the film committee, review of films and maintaining film contacts for securing film. This also includes knowledge of the Proludio digital playback system.

Other duties as assigned.

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

SUPERVISORY RESPONSIBILITIES

Directly supervises Concession/Box office staff and the Bama Theatre Maintenance/cleaning Personnel and any Program Assistants as well as all Volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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 a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Alabama's Driver License.

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; climb or balance; stoop, kneel, crouch or crawl. The employee frequently is required to sit. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 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.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places and vibration. 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"