

Job Description

Position Title: Center for the Arts Manager

Job Family: Production Theatre

Job Level: Manager

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Center for the Arts Manager plans, directs, and oversees the programs, activities, and operations of the Center for the Arts. The position supervises staff and works with faculty, departments, and facility users to support instructional, student, and community programming. The Manager coordinates facility use, scheduling, box office operations, marketing, and production functions; promotes internal and external events and partnerships; and contributes operational insight to planning and improvement efforts. The role also oversees the Center's budget, accessibility, facility maintenance, and compliance with college and regulatory requirements.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops performing arts programming and community engagement activities that advance the Center's mission and visibility and contributes programmatic and operational insight to strategic initiatives that support long-term planning.
2. Promotes college events, engages with the community, and enhances the visibility of PCC arts programs, supporting community engagement activities that complement academic programming and student learning experiences.
3. Creates and implements schedules for programmed events for internal and external clients to support and grow the performing arts program.
4. Develops and administers Center budget; forecasts needs for staff, equipment, and supplies; and monitors and approves expenditures.
5. Develops and maintains internal and external contracts; develops strategies and coordinates efforts to ensure program success and client satisfaction.
6. Oversees daily operations, including staff management, box office operations, and facility maintenance.
7. Supervises staff: prioritizes and assigns work; conducts performance evaluations; ensures staff is trained; and makes hiring, termination, and disciplinary recommendations.
8. Coordinates with the Dean of Arts, faculty, and academic departments to ensure facilities, production resources, and technical support align with instructional goals and are available for performances, classes, rehearsals, student productions, and related academic events.
9. Oversees performing arts facility operations and maintenance, ensuring adherence to county regulations, safety standards, and fire marshal compliance requirements.

10. Serves on various committees and task forces, contributing operational expertise to College initiatives related to arts programming and facility planning.
11. Represents the College at internal and external activities and cultivates relationships and partnerships with stakeholders to support programming, community engagement, and collaborative initiatives.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of business management and fiscal practices
2. Knowledge of managerial and supervisory skills
3. Knowledge of principles and methods for promoting programs and services
4. Skill in people leadership and supervision
5. Skill in project management principles, processes, and techniques
6. Skill in positive, productive, and flexible customer service
7. Ability to adapt and maintain professional composure in emergent and crisis situations
8. Ability to apply analytical and critical thinking skills, as well as draw conclusions and prepare accurate reports of results
9. Ability to apply effective written and verbal communication skills

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Performing Arts, Marketing, Entertainment Management or a closely related field of study required.
- Master's degree in Performing Arts Management or a closely related field of study preferred.
- Three (3) to five (5) years of related experience with event management in the performing arts. (May include teaching, performance, production, or arts administration.)
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work hours
- Pre-employment Background Check Required