CLASS TITLE: DIRECTOR OF PERFORMING ARTS CENTER

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for leadership, overall management and promotion of the Performing Arts Center and performs other related required duties.

ESSENTIAL TASKS:
- Plans, organizes and directs the activities of the Performing Arts Center
- Establishes and maintains active contact and an effective working relationship with the local performing arts community, entertainment industry, community and civic organizations, and other primary user organizations, as well as, union representatives (where applicable), to encourage continual and regular use of the facilities
- Establishes and maintains transparent policies for best practices related to the use of the PAC
- Plans, organizes and directs all activities and personnel engaged in maintaining the facility, as well as direction and oversight of the day-to-day operations and promotion of Tulsa PAC events and activities
- Monitors compliance with all provisions of the City of Tulsa management service contracts and develops and implements facility goals in accordance with the City's objectives, policies, and best business practices
- Directs the preparation and maintenance of all required and necessary reports/records
- Prepares and administers annual budgets for the Performing Arts Center
- Serves as media spokesman for the Performing Arts Center
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business or public administration, arts management or a related field and nine (9) years of progressively responsible experience in the development and management of a performing arts center or similar entertainment venue; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Demonstrated knowledge of the principles and practices used in the successful management of entertainment or convention facilities; considerable knowledge of event solicitation and presentation, public relations, advertising and media relations and event planning; considerable knowledge of safety regulations and other relevant federal, state or local laws and regulations; considerable knowledge of modern design concepts, related materials and apparatus used in a variety of performing arts productions; and knowledge of fundraising and development principles. Ability to direct the activities of modern performing arts; ability to establish, direct and administer effective public relations programs; ability to work simultaneously with and to foster a cooperative environment among a broad variety of vested interest groups; ability to oversee the preparation of annual budgets, administrative policies and operating procedures; ability to develop programs and activities through the appropriate civic, business or arts organizations; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization. Demonstrated communication and interpersonal skills.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, feeling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class “D” Operators License. Certification as a Certified Venue Professional (CVP) or Certified Facilities Executive (CFE) by the International Association of Venue Managers (IAVM) preferred.
WORKING ENVIRONMENT:  Working environment is primarily indoors in an office setting and requires long and irregular hours, including weekends and holidays.

Class Code: 1010  
EEO Code: E-01  
Pay Code: EX-56

Group: Clerical and Administrative  
Series: General Administrative

Effective Date: April 3, 2017