

# SCHOOL DISTRICT OF FLAGLER COUNTY

## DIRECTOR, AUDITORIUM

### JOB DESCRIPTION

#### QUALIFICATIONS:

- 1) Bachelor's degree with an emphasis in arts management, speech, dramatics, or music with business or public administration degree, or a related field. Equivalent vocational experience may be substituted.
- 2) Minimum of two (2) years comprehensive experience in operation of a promotional facility, arts administration and/or auditorium performing arts center management.
- 3) Demonstrated record of fiscal responsibility.
- 4) Reputation as a creative and innovative administrator with ability to organize and coordinate.
- 5) Demonstrated professional involvement in arts management organizations.
- 6) Experience in programming traditional and popular arts.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of accounting and bookkeeping methods, financial controls and budgeting.
- Ability to supervise personnel.
- Ability to perform responsibilities for both educational and community programs.
- Knowledge of technical production and support; negotiation techniques, publicity and promotion; box office operations; house management; artist and facility contracting. Skill in fundraising.
- Ability to delegate sufficient authority to support staff to carry out assigned responsibilities.

#### REPORTS TO:

Superintendent or designee

#### JOB GOAL

Serve as the General Manager of Flagler Auditorium and liaison for the Auditorium Governing Board and the School Board to create and foster appreciation of the arts for students and the community as a whole.

#### SUPERVISES:

All assigned Auditorium Staff and Volunteers.

#### General Responsibilities: Staffing

- 1) Select, train and evaluate Auditorium staff. Supervise and schedule personnel and resolve any personnel issues.
- 2) Review and update Auditorium job descriptions with School HR and Board as required
- 3) Manage subcontractors including preparation of contractor agreements and/or contracts
- 4) Recruitment and supervision of suitable volunteers. Maintain Volunteer Guide and training programs.
- 5) Schedule auditorium staff and oversee Volunteer Coordinator and volunteer needs.

### **General Responsibilities: Financial**

- 6) Coordinate on-going auditorium needs with the Auditorium Governing Board and recommend expenditures for equipment and personnel.
- 7) Ensure compliance with all contracts and agreements. Obtain School Board or School's approval as required for contracts and payments.
- 8) Monitor procedures for orders, invoices and payments.
- 9) Ensure adequate physical and recording control over facility and assets.
- 10) Ensure safe handling of cash, use of safe, and prompt reconciliation of bank and credit card Statements.
- 11) Maintain schedule of amounts owed and collect payments
- 12) Ensure all conditions of grant awards are met and applications for reimbursement timely submitted.
- 13) Publish guidelines for grants given by the Auditorium, receive and review applications, and submit to Governing Board for approval. Request and review reports on grantees use of funds awarded.
- 14) Ensure all conditions of grant awards are met and applications for reimbursement timely submitted.
- 15) Prepare and manage annual Auditorium and governing board budgets.
- 16) Maintain Auditorium's records management system.
- 17) Prepare purchase orders, keep time logs, and maintain supply and equipment inventories.
- 18) Performs periodic review of Financial Investments and returns with Finance Committee.
- 19) Maintain current risk analysis and work with School District and FAGB to ensure adequate insurance in relation to operation of the Auditorium.
- 20) Maintain the computer system related to ticket sales.
- 21) Coordinate on-going auditorium needs assessment with the Governing Board and recommend expenditures for equipment and personnel.
- 22) Produce the annual audit with the assistance of the Executive Board.
- 23) Seek any grant or funding possibilities for the facility or programs.
- 24) Perform other incidental tasks consistent with the goals and objectives of the position.

### **School and Community Responsibilities:**

- 25) Meet with various community organizations on a regular basis to establish and maintain positive public relations.
- 26) Meet with potential renters regarding use of the facility.
- 27) Book and write contracts for all community performances. Review third party rentals for compliance with policy, content, and financial security.
- 28) Ensure adequate review of advertising material for content and conformity with standards.
- 29) Manage all ticketing and box office operations. Ensure staff in box office is adequately trained in all facets of job duties. Ensure appropriate supervision and separation of duties where practical to minimize risk of fraud.
- 30) Book student performances and secure student study guides when applicable.
- 31) Manage all ticketing and box office operations for all high school productions.
- 32) Produce an "Arts in Education" event annually to recognize Arts in Education Week.
- 33) Distribute grant applications and scholarship applications to schools to assure students utilize the funds available through Arts in Education. Monitor the donations made through the Arts in Education account
- 34) Coordinate needs of all Fine Art teachers and students.
- 35) Liaison with School Board, City governments and Governing Board.

**Facility Management Responsibilities:**

- 36) Maintain safe and clean workplace throughout Auditorium.
- 37) Ensure adequate emergency and injury avoidance plans, including lighting, communications and signage
- 38) Ensure adequate labeling, maintenance and testing of equipment
- 39) Ensure appropriate backup equipment, power supply etc.
- 40) Ensure backup of computers and data, offsite storage, and system failure procedures.
- 41) Coordinate computer security software and procedures with School District.
- 42) Ensure technical equipment tests and checks, and show time safety and service announcements.
- 43) Maintain the box office computer system related to ticket sales and credit card processing.
- 44) Periodic review of system and procedures.
- 45) Assign responsibility for inventory of merchandise, food and beverage to ensure adequate quantities, safe and secure storage and current date.
- 46) Ensure all permits and licenses are up to date.

**Tech Education Responsibilities:**

- 47) Train and supervise student interns in technical, office, and front of house duties.

**Professional Shows Responsibilities:**

- 48) Work with FAGB Show Pick Committee to choose viable shows within Budget and suitable for target audience.
- 49) Negotiate contracts with artists and agents that meet Auditorium standards including insurance, tax compliance etc. Monitor compliance with performance contracts.
- 50) Coordinate all performances, including house management, concessions, room and meal arrangements for performers, technical crews, and volunteers.
- 51) Assume responsibility for contract administration with artists and agents.
- 52) Maintain and book comprehensive calendar(s) of meetings, events and key dates.
- 53) Participate actively in Florida Arts Alliance, Division of Cultural Affairs and similar organizations.
- 54) Represent the Auditorium at community events and meetings.
- 55) Coordinate all performances, including house management, concessions, room and meal arrangements for performers, technical crews and volunteers.
- 56) Produce marketing materials for use in the community to attract patrons and sell tickets to events.
- 57) Maintain FlaglerAuditorium.org website and all social media.
- 58) Organize after parties for patrons and performers.
- 59) Establish a Patron package to attract donors to the Flagler Auditorium & Performing Arts Center.
- 60) Coordinate all meeting notices, agendas and minutes including committee meetings for the Flagler Auditorium Governing Board.
- 61) Maintain regular contact with producers, booking agents, and other presenters.
- 62) Perform other incidental tasks with the goals and objectives of this position.
- 63) Manage targeted publicity multimedia campaigns to promote the Auditorium and its events.
- 64) Coordinate and select cost effective advertising media, including social media, for target show audience. Track effectiveness and cost within budget.

### **Flagler Auditorium Governing Board assigned Responsibilities:**

- 65) Serve as the General Manager for the Flagler Auditorium Governing Board.
- 66) Work with FAGB, School District, and Auditors to ensure compliance with all applicable statutes and regulations.
- 67) Coordinate all Board and subcommittee meetings. Maintain adequate minutes of meetings.
- 68) Review, update, and obtain approvals for Auditorium Policy Manual and Risk Management as required.
- 69) Ensure compliance with Board Bylaws, including annual statements of interests.
- 70) Negotiate contracts with Web Administrator and ensure Website is up to date.
- 71) Publish Newsletters and other materials

### **Fund Raising Responsibilities:**

- 72) Ensure Annual Gala and other fundraisers are properly organized, staffed and attended.
- 73) Maximize sponsors for shows and auditorium facility.
- 74) Solicit Patrons and donors and ensure that donations are adequately rewarded and recognized.
- 75) Publish Annual Showbill and secure annual advertisers.
- 76) Select and approve merchandise for resale.
- 77) Liaise with Board Committee to determine target grant applications, maintain grant calendar and prepare applications.
- 78) Meet with other community organizations for fundraising support.

### **PHYSICAL REQUIREMENTS:**

Light work: exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Days: Annual  
Hours per day: 7  
Salary Lane: PALZ  
Salary Schedule: Professional  
FLSA Classification: Exempt

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

**BOARD APPROVED: March 1, 2016**