

GUNNISON *ARTS* CENTER

Performing Arts Program Manager Job Description

Primary Responsibilities (not in any priority order)

Responsibility	Duties
Theater Arts and Music Education Administration	<ul style="list-style-type: none"> • Works with Program Director to develop schedule of classes and workshops. • Implements new and creative theater and music educational themes and offerings • Hires/dismisses instructors; develops clear teacher agreements; establishes wages; creates effective instructor communications & planning • Manages supply inventory for theater arts classes and workshops • Evaluate classes and workshops using job costing and other evaluation tools
Theater Productions	<ul style="list-style-type: none"> • Creates calendar of Theater productions and events in coordination with the Theater Council and Program Director • Manages calendar of Theater production, events and general usage • Manages Theater production organization by establishing responsibilities, rolls, clear communication with Artistic Director and Theater Council • Acts as producer on all Theater Events, unless otherwise designated. Coordinates with Artistic Director to ensure casting positions are filled, rehearsal schedule is sufficient, light and sound needs are met, and costumes and set are put together and performance ready. • Creates production publications in coordination with the production's Director • Evaluates Theater productions/events using job costing and other tools
Concert Events	<ul style="list-style-type: none"> • Schedules, plans and executes all aspects of concert events • Uses budget forecasting tools to evaluate profitability of concert events • Plans Summer Concert Series in coordination with the Program Director • Schedules music for "ArtWalk" events when funds are available or a free option can be arranged, Works with other staff to run "ArtWalk" events
Other Events	<ul style="list-style-type: none"> • Manages other performing arts events including but not limited to Poetry Events and Monthly Film Series as well as their needs in the Theater space
Ad Sales and Sponsorships	<ul style="list-style-type: none"> • Works with Executive Director to set and achieve Ad Sales and Sponsorship programs and goals • Communicates Ad Sales and Sponsorship opportunities to businesses and organizations. Follows through with sales, invoicing, payments, and thank yous • Fulfills agreement of ad sales/sponsorships by ensuring completeness and accuracy of the Arts Center's portion of the deal such as on-screen ads, theater program cover, posters, and so on
Budget	<ul style="list-style-type: none"> • Works with Executive Director to develop annual, class/workshop, Theater and event budgets • Monitors revenues & expenses, staying within budget
Program Councils	<ul style="list-style-type: none"> • Manages the Theater Program Council and attends Theater Program Council meetings
Fundraising Events	<ul style="list-style-type: none"> • In coordination with the Executive Director, schedules, plans and executes fundraising events related to Performing Arts programming • Works with ED to develop and implement new ideas for fundraiser events
Marketing	<ul style="list-style-type: none"> • Works with Marketing Director on Performing Art programming marketing including but not limited to: Social Media, Community Advertising, and GAC Website. • Works with entire staff to plan, design, and execute Schedule Publication
Facility	<ul style="list-style-type: none"> • Manages aspects of the facility related to the Theater including alignment with mission, appearance & condition, space allocation and security • Learns, understands, runs and trouble shoots all Theater and Sound equipment including lighting system, PA system, theater sound system, blue ray player and projector. • Organizes and manages costume and prop collection. Keeping it well in order for easy usage and return.

Expectations (not in any priority order)

- **Job Conditions** – The Theater Manager is a part time, salary position, and the PM is expected to work 20 hours per week to meet job responsibilities and expectations.

Frequently moves tables, chairs, easels and other equipment weighing up to 50 pounds around building and off-site for various productions and events. Routinely positions self to maintain equipment, including under desks and in the sound booth. Occasionally ascends/descends a ladder to service the lights, ceiling fans and access art supplies. The person in this position needs to move frequently about inside the two-story building to access files, supplies, office machinery, manage events and patrons, etc.

- **Mission Support** – The Theater Manager will demonstrate a deep commitment to the GAC and its mission, keeping the mission in the forefront of all decision making.
- **Chain of Command** – Staff's access to the Board will be through the Executive Director only, and the Board's access to staff will be through the Board president only, except during normal interactions such as, but not limited to, committee activity, events and programs.
- **Timeliness** – meet all deadlines, commitments and requirements on time.
- **Presence in the Workplace** – maintain a regular and consistent presence in the workplace, and will communicate to the Executive Director when time off is required and/or requested.
- **Professionalism** – exhibit the highest standards of professionalism in work ethic, written and oral communications, appearance, reliability, ethics, discretion, and community relations.
- **Flexibility and Staff Collaboration** – expected to collaborate closely with the Program Director and the other program staff to outline and cover shared responsibilities as well as clearly communicate schedule requirements, embodying the spirit of teamwork to manage the workload.
- **Evaluation** – During an annual review with the Director team (ED and PD), effective execution of the tasks and duties outlined in the job description and achieving performance goals will constitute 85% of an employee's overall rating. Recognizing the organizational values and needs as well as an employee's willingness to offer assistance to one another in the spirit of teamwork will be reviewed. The ethic of teamwork and mutual support will constitute 15% of an employee's annual rating. Because the GCA is a small organization whose success depends upon open avenues of communication and mutual respect, the annual review is intended to be a two-way conversation about an employee's performance and the effectiveness of the GCA. Each employee will also be asked to do a self-evaluation which will be part of the annual review discussion. During the annual review, the PM and the Director team will mutually set your performance goals for the year ahead.
- **Discipline** - Gunnison Council for the Arts (GCA) uses a progressive discipline policy and procedures designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with GCA organizational values, human resource (HR) best practices and employment laws. Outlined in the policy are the steps of GCA's progressive discipline policy and procedures.