

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Performing Arts Manager	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 38

**Definition:** To plan, organize, direct, and coordinate the activities of the Center for the Performing Arts, including facilities operations and maintenance, personnel development and management, ticket services, technical services, and audience services; to coordinate performing arts activities with other divisions, departments, and the community; and to provide highly complex staff assistance to the Assistant Community Services Director and/or Community Services Director.

**Distinguishing Characteristics:** This single-class position receives general direction from the Community Services Director or Assistant Community Services Director. Exercises direct and indirect supervision over assigned clerical, technical, professional, and supervisory personnel.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Assists in the development and implementation of departmental goals, objectives, policies, and procedures.
2. Organizes and manages personnel, facilities, and other resources of the division, including setting and evaluating divisional objectives, policies, and procedures.
3. Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations; and evaluates staff.
4. Assures fiscal soundness of the division by developing, justifying, and administering division budget to meet cost recovery goals, including analyzing expenses, setting rates, and fees; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies.
5. Represents the division at professional, community, and advisory committees and organizations; provides staff support as necessary.
6. Ensures departmental consistency as it relates to work practices, program procedures and guidelines, and resource allocation.

**Position Title:** Performing Arts Manager

Page 2 of 3

7. Analyzes and prepares reports for City Council, commissions, and committees and attends meetings as necessary.
8. Prepares complex written reports and other technical documents, including, but not limited to, contracts and agreements.
9. Manages, oversees, coordinates, reviews, and participates in Center for the Performing Arts operations, including client, ticket, and technical operations.
10. Directs, oversees, and participates in the development of the Performing Arts Committee work plan; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
11. Monitors direct facility management, including maintenance; ensures compliance to standards and guidelines, security, staffing, and rental contracts.
12. Assesses community performing arts interests to design, enhance, and implement appropriate programs.
13. Participates in assessment of facility needs and collaborates across departments to develop, present, and implement recommendations for additional facilities or renovation of existing facilities.
14. Develops and maintains effective working relationships with community organizations to coordinate provisions of performing arts programs; represents the division with community partners.
15. Performs other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of performing arts programming; principles and practices of facility management; principles and practices of policy development and implementation; principles and practices of business correspondence and report writing; pertinent local, State, and Federal laws, rules, and regulations; principles and practices of marketing and public information; principles and practices of organization, administration, finance, and personnel management.

Ability to: Organize, direct, and implement a comprehensive performing arts program, including facilities; prepare and administer a budget; supervise, train,

**Position Title:** Performing Arts Manager

Page 3 of 3

motivate, and evaluate staff; interpret and explain division policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; prepare complex reports and make effective public presentations; negotiate and manage professional consulting services contracts; and operate applicable computer hardware and software applications.

**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Five years of increasingly responsible experience in performing arts program management, including two years of supervisory responsibility; equivalent to a bachelor's degree from an accredited college or university with major course work in cultural arts, theater arts, or business administration or a related field.

**Required Licenses or Certificates:** Possession of a valid California Driver's License.

Established: February 1989

Revised: December 2021

HRD/CLASS SPECS

Performing Arts Manager