



Salt Lake County Job Description

Associate Division Director – Eccles Theater

DEPARTMENT: Community Services

JOB CODE: 084 **GRADE:** 018

SALARY PLAN: GEN

SAFETY SENSITIVE: No

DIVISION: Center for the Arts/3400

FLSA STATUS: Exempt

EFFECTIVE DATE: 09/01/2017

JOB SUMMARY

In conjunction with the Division Director, guides the overall direction, growth, budget, and culture of the division. Manages division programs, personnel, and initiatives. Leads the strategic planning process of programs to meet goals and objectives.

This position is responsible for the enterprise budget as well as the goals in the operating agreement and other management contracts.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business, Communication, Public Administration, or other closely related field, plus six (6) years of experience in a senior management function of a Theater, Amphitheater, Museum, Arena, or Convention Center, of which two (2) years must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

Experience in contract negotiation, ticketing, event management, purchasing procedures, and supervising personnel is preferred.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Assists in the overall leadership of the division by providing input in the areas of planning, staffing, program development, budgeting and total division operation.
- Assists with and implements strategic initiatives and goals for the division.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and provides consultative assistance.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.
- Evaluates the allocation of division staffing resources and makes recommendations for effective and efficient service delivery.

- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.
- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the Division.
- Ensures compliance with policies, procedures, laws and regulations.
- Serves as main contact for internal and external organizations, agencies, departments and individuals; assuring and maintaining the integrity of the facility in all forms of communication.
- Reports to Division Director and is a member of the CFA Executive Team.
- Responsible for overall supervision of entire Eccles staff. Develops and administers the Eccles operating budget, ensuring revenues meet or exceed annual goals and expenses adhere to budget; works closely with Associate Director of Theater Operations to develop capital expense plans and budgets.
- Maintains active contact with the UPACA board and ensures compliance with all provisions of the operating agreement.
- Aggressively promotes the use of the facility to maximize its utilization.
- Establishes and maintains effective working relationships with the UPACA board, contracted partners, government departments and agencies, Regent Street Management entity, 111 Main Tower management, entertainment/convention industry, and community and civic organizations to encourage continual and regular use of the facility.
- Assures the coordination, implementation and administration of specific plans and programs prescribed by board and county directives, to include: matters of training and development; quality assurance, energy efficiency, safety and emergency procedures, crowd control and crisis management procedures, or other areas as needed.
- Develops and implements facility goals in accordance with operating agreement, the UPACA's objectives, county policy, and good business practice.
- Works with the CFA leadership team to prepare and maintain required and necessary reports/records for the UPACA board and partners.
- Actively participates in marketing meetings and strategy as it relates to Eccles Theater.
- Assists and coordinates with the development of the annual operating calendar, activity schedules, projections for attendance and revenue, and Event Management department policies and procedures
- Negotiates, reviews, and approves all contracts and agreements with vendors, promoters, partners, hosts, managers, residents, agents, and other users for necessary activities and services at the facility.
- Reviews and approves event settlements for final sign-off by Fiscal department.
- Assures the administration of personnel and the operation of facilities are conducted in accordance with applicable local, state and federal regulations.

- Evaluates facility practices and recommends improvements to improve the efficiency and safety of operations for the clients and the facility
- Establishes and maintains effective working relationships with partners, employees, union representatives and Main Street and Regent Street neighbors.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Program management
- Staff development
- Organizational development
- Budget preparation and management
- Strategic planning
- Project development
- Mentoring and coaching
- Event solicitation, presentation, public relations, advertising, media relations, and event planning
- Safety regulations and other federal, state, or local laws and regulations
- Facility operating standards, building maintenance, custodial, personnel and office management

Skills and Abilities to:

- Work with computer software related to job specific duties (i.e., Microsoft Office)
- Manage the financial aspects of the division
- Resolve conflict effectively
- Communicate effectively both verbally and in writing
- Analyze and solve problems
- Supervise effectively
- Establish and maintain appropriate working/supervision relationships
- Act independently
- Develop, interpret, and administer policies and procedures
- Work with and maintain highly confidential information
- Work simultaneously with a broad variety of vested interest groups and foster a cooperative environment
- Anticipate problems and implement immediate corrective action
- Perform effectively under significant pressure typically associated with meeting the demands and timetables of the entertainment industry
- Prioritize multiple projects and meet strict deadlines

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting.

May be required to travel.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 11/15/2017 GB