



Salt Lake County Job Description

Associate Division Director of Operations – Center for the Arts

DEPARTMENT: Community Services

DIVISION: Center for the Arts/3500

JOB CODE: 084 **GRADE:** 18

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 07/01/2017

SAFETY SENSITIVE: No

JOB SUMMARY

Guides the overall direction, growth, budget, and culture of the division operations. Oversees personnel and initiatives for theatre operations. Leads the strategic planning process to meet goals and objectives.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Theatre Management, Public Administration, or a closely related field, plus six (6) years of experience in performing arts facility management; or an equivalent combination of related education and experience. Two (2) years of experience must be in a supervisory position.

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.

- Manage operations of the Division by providing input in the areas of planning, staffing, budgeting, daily and long-range division operations. Keep the Division Director apprised of the organizational climate, identifies problems either actual or anticipated and offers consultative assistance.
- Evaluates and reviews current systems and services to identify and solve problems, improve public service and/or evaluate use of available resources. Develop new division policies and procedures, as needed.
- Acts for the division by providing industry specific expertise to the division, other county divisions, community organizations, local and regional officials, advisory boards, and professional organizations.
- Develop and administer of the annual Theatre Operations budget with associated operations costs for review by the division director and fiscal team, in compliance with division guidelines, policies, and procedures. Monitor the operations expenditures by analyzing monthly, quarterly, and other pertinent reports. Make appropriate adjustments in accordance with applicable division budget management policies and procedures.
- Supervises management staff, which includes hiring, promoting, orienting, training, assigning and reviewing work performance, performance appraisal, and discipline. Schedule and conduct staff meetings to coordinate county-wide application of methods and procedures.

- Administer the enforcement of safety standards in the Operations Section, ensure facilities and personnel comply with applicable county and division safety requirements. Make changes in methods and procedures to facilities, equipment or maintenance programs as needed.
- Develop maintenance program performance standards that will ensure safe and consistent implementation practices within Center for the Arts.
- Oversees the development and administration of the annual Center for the Arts Capital Projects. Prepare the annual Center for the Arts Capital Projects proposals for presentation to CFA division director, fiscal team, Community Services and Facilities Management.
- Develop procurement documents for Contracts and Procurement division to meet the needs of the operations section in procuring new and renewing division contracts and purchases. Manage the adherence of the operations section to pertinent contracts and lease agreements.
- Participate and provide direction in the long range planning process for the Center for the Arts division as a member of the senior administrative team. Provide leadership in new performing arts facility planning, functions, and upgrading and renovating existing facilities. Review new facility designs and renovation project plans for functionality and maintenance concerns, and provide a professional analysis of the feasibility of new facility proposals.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Specialized theatrical equipment systems including overall functions, purposes, limitations, safe operations and maintenance requirements
- Crowd management practices and procedures including emergency evacuation for all types of public assembly spaces
- Americans with Disabilities Act including Standards for Accessible Design
- Program management
- Staff development
- Organizational development
- Budget preparation and management
- Strategic planning
- Project development
- Mentoring and coaching
- Construction Management techniques
- Reading and interpreting architectural plans and specifications

Skills and Abilities to:

- Work with computer software related to job specific duties
- 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

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position is split between a general office setting (80%) and on-site in performing arts facilities (20%). Ability to bend, stoop, kneel, crawl, climb to observe facility conditions.

IMPORTANT INFORMATION REGARDING THIS POSITION

This position is subject to being called back to work prior to or after the scheduled shift, weekends, and holidays.

Revised Date/Consultant's Initials: 01/17/2018 SW