

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### DIRECTOR, AUDITORIUM

#### QUALIFICATIONS:

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

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Strong leadership, diplomacy skills, and ability to work with various components of the community
- Knowledge of accounting and bookkeeping methods, financial controls and budgeting.
- Ability to organize, direct, and 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.

#### 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.

#### PERFORMANCE RESPONSIBILITIES:

1. Comply with all policies and procedures of the Flagler County School Board and Flagler Auditorium Governing Board.
2. Serve as an effective liaison with the community, Auditorium Governing Board, and Flagler School District.
3. Build and maintain relationships with staff, patrons, school personnel, and the community through consistent utilization of strong diplomacy skills.
4. Establish and maintain effective organizational structures to ensure the efficient and successful operation of the Flagler Auditorium.
5. Communicate effectively and clearly within and outside the department as needed to implement systems, maintain effective organizational structures, and disseminate information.

Director, Auditorium (continued)

6. Collaborate with Auditorium Governing Board Show Pick Committee to select viable shows.
7. Establish and maintain effective working relationships with agents and artists, and assume responsibility for contract negotiations and implementation.
8. Coordinate all performances, including house management, concessions, room and meal arrangements for performers, technical crews, and volunteers.
9. Participate actively in Florida Arts Alliance, Division of Cultural Affairs and similar organizations.
10. Research regional, state, and national grant opportunities, and facilitate preparation of grant proposals.
11. Prepare and manage annual budget in cooperation with the Flagler Auditorium Governing Board.
12. Ensure accurate and timely completion of all required reports and maintain appropriate records.
13. Initiate and monitor financial policies and procedures necessary for proper fiscal control and operation of the auditorium.
14. Plan, organize, and implement strategic marketing strategies that demonstrate a understanding of the community in order to maximize patronage.
15. Oversee and monitor the status and usage of the district Auditorium facility.
16. Facilitate collaboration with school district staff in support of Arts in Education, K-12 arts programs, and district events.

**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:**

Salary and benefits shall be paid consistent with the approved District's compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel. Utilizing a district identified evaluation tool 75% of the evaluation will be weighted based on superintendent's designee's input, and 25% will be weighted based on input from the Auditorium Governing Board's executive officers.

\*Essential Performance Responsibilities

**Job Description Supplement Code: 2**

**Flagler Schools Strategic Framework – Student & Community Engagement**

**Salary Lane: Professional PALZ**

Approved 04/16/2019