

CLASS TITLE: PERFORMING ARTS CENTER ASSISTANT DIRECTOR

PURPOSE OF THE CLASSIFICATION: Under direction performs administrative, management and supervisory work assisting in the direction of the Tulsa Performing Arts Center (PAC) and other related assigned duties.

ESSENTIAL TASKS:

- Directs the Performing Arts Center's daily operations and provides assistance for the center users
- Directs and manages subordinates in meeting client and facility needs
- Manages and administers bookings and facility contracting for season and single use groups/individuals
- Manages and administers the calendar and event information and coordinates with the staff
- Manages and supervises ticketing and technical operations
- Assists in the development and management of the facility budget and approves and monitors expenditure of funds
- Prepares various reports related to the operation of the PAC
- Manages and administers emergency, escrow and ticket office procedures
- Mediates contract negotiations with clients as necessary
- Assists in fund raising and promotional activities and may attend community meetings as representative of the PAC
- Acts as the primary administrative liaison between the City and Performing Arts Center Trust (TPACT) and acts as the primary administrator of the management agreement between the City and TPACT
- Acts as Director in his/her absence
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business or public administration, public relations or a related field and six (6) years of progressively responsible experience in the administration and management of a public assembly facility; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of business management as related to a public assembly facility; considerable knowledge of fund raising, promotional techniques and methods; considerable knowledge of the operation and maintenance of a large facility; considerable knowledge of safety requirements and crowd control for buildings of large public assembly; and good knowledge of modern office management and accounting practices. Ability to plan, coordinate and supervise simultaneous activities involved in the operation of a public assembly facility; ability to negotiate and manage contracts; ability to assist in the preparation of an annual budget, administrative policies and operating procedures; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 5 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, handling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and subject to irregular work hours including nights, weekends and holidays.

Class Code: 1011

EEO Code: E-02

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Pay Code: EX-48

Group: Clerical and Administrative

Series: General Administrative

Effective Date: July 1, 2019