



City of Irving Job Description

Arts Facilities Manager

FLSA Status:	EXEMPT	Job Department:	Arts & Culture
Job Code:	3151	Reports To (Job Title):	Arts Assistant Executive Director - Operations

PURPOSE

To administer and supervise all production and technical requirements for all events booked in and around the Irving Arts Center and coordinate facility maintenance and in house construction and renovation projects along with regular administrative duties including but not limited to staff evaluations, scheduling and budget recommendations and management for facility maintenance and theatre operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Hire, supervise, schedule and evaluate Theatre technical staff and maintenance staff.
- Oversee maintenance on electrical, HVAC, roofing, plumbing, masonry and general facility repairs along with generating specifications, guidelines, for coordinating, scheduling and supervising all in house construction, renovation and repair projects related to the Arts Center.
- Coordinate equipment and organize labor needs for each rental client prepping them for the most efficient and safe use of facilities for the most successful event conclusions.
- Manage technical theatre and special event production requirements for facility clients and the IAC.
- Develop supply and equipment inventory controls and manage their implementation and maintain appropriate records for theatre and maintenance units.
- Develop and manage budgets for all theatre operations and maintenance accounts, approving requisitions, entering purchase orders, overseeing receiving for the IAC and external clients as needed as well as inventory management of equipment and supplies.
- Ensure safety standards are met, implemented and maintained by employees in Theatre operations and maintenance work units.
- Ensure facility meets and maintains all city, state and federal code requirements as specified.
- Produce event production budgets and labor estimates as required.
- Attend weekly operations staff meetings, conducting meetings in Arts Operations Manager's absence.
- Serve on IAC Safety review committee.
- Determine and prepare specifications for theatre and facility maintenance projects, services and equipment, coordinate services provided by selected vendors.
- Respond to calls regarding theatre and maintenance emergency problems.
- Assume the responsibilities of booking facility rentals in the absence of the Booking Assistant and Arts Assistant Executive Director - Operations.
- Prepare and interpret blueprints, schematics, and diagrams as related to facility and theatrical maintenance, renovations, upgrades and special projects.
- Manage multiple projects constantly re-evaluating priorities in order to accomplish on-going projects, events and facility maintenance and repairs.

OTHER DUTIES AND RESPONSIBILITIES

- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 25-30 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

This position develops and administers the budget for theatre operations and maintenance accounts; further, it approves requisitions, enter purchase orders as needed.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree from an accredited college or university with major course work in theatre, Arts Administration, Business, or closely related field.

EXPERIENCE

- Minimum of five (5) years of increasingly responsible, related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Entertainment Technician Certification Program – ETCP Certified Rigger – Theatre
- Appropriate, valid state-issued driver's license

KNOWLEDGE OF

- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Practices, principles and standards involved in Theatrical and live event production.
- Standards in different forms of live performances.
- All aspects of facility maintenance, construction and live event production
- Communications and Media: Media production, communication, and dissemination techniques and methods, including alternative methods to inform and entertain via written, oral and visual media.
- Theatre Facilities Management: Personnel, equipment, box office, maintenance, engineering, security and policies as related to the operation of a multi-use theatre and visual arts facility.
- Fine arts: Theory and techniques required to produce, compose, and perform works of music, dance, visual arts, drama, sculpture, and theatre operations and production.

- **Mathematics:** The operations and inter-relationships of numbers, including basic arithmetic, algebra, geometry, calculus, trigonometry, statistics and physics.
- **English Language:** The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- **Personnel and Human Resources (HR):** Policies and practices in personnel / HR functions.
- **Office Software:** Current word processing, presentation, spreadsheet, and database programs used by the City; additionally, facilities scheduling software.
- **Industry Software:** Sufficient familiarity with technology to use a variety of specialized industry software programs pertaining to the Theatre and Maintenance industries including but not limited to Lighting and Audio design software implementation as well as operation of digital audio and lighting consoles and related equipment.

SKILLS AND ABILITIES IN

- **Management of Financial Resources:** Determining how money will be spent to accomplish set goals and meet maintenance and project requirements.
- **Judgment and Decision making:** Weighing the relative costs / benefits of a potential action.
- **Risk Assessment:** Ascertaining and evaluating the potential consequences, fiscal or otherwise, of a potential action.
- **Active listening:** Listening to what others are saying and asking questions as appropriate.
- **Operational Coordination:** Adjusting methodology, practices and personnel in response to the actions of others or to internal/external influences or changes.
- **Management of Material Resources:** Obtaining, and seeing to the appropriate use of equipment, facilities, materials, and other resources required to meet and accomplish desired goals.
- **Complex Problem Solving:** Identifying problems reviewing related information to develop and evaluate options and implement solutions.
- **System Analysis:** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **System Evaluation:** Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- **System Perception:** Discerning when important changes have occurred or likely will in a system.
- **Negotiation:** Bringing other together in order to reconcile differences.
- **Persuasion:** Convincing others to approach things differently.
- **Mechanical/Technical:** Safely operating diverse equipment, including, but not limited to, sound / audio reinforcement, lighting, and rigging equipment, such as Audio and lighting consoles, audio/visual processing equipment, microphones, and other related production equipment and tools.
- **Reading Comprehension:** Reading and understanding information presented in writing.
- **Mathematical Reasoning:** Understanding and organizing a problem and then selecting the appropriate mathematical method or application/formula to solve the problem.
- **Deductive Reasoning:** Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- **Oral Comprehension:** Listening to and understanding information and ideas through spoken words and sentences.
- **Written and Oral Expression:** Communicating information and ideas in writing, as well as through speech, so others will understand.
- **Training and Direction:** Effectively guiding and critiquing adult learners.

- Inductive Reasoning: Combining separate ideas pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with logical explanations for why a series of seemingly unrelated events occur together.
- Near Vision: Seeing details of objects at close range, within a few feet of observer.

GUIDANCE RECEIVED

Direction and Varied Methods

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

CONTACTS

Internally, this position regularly engages with teams and directors, as well as directors and city management as required. Externally, this position regularly interacts with citizens. Occasionally, it may work with other organizations on behalf of the Irving Arts Center.

EQUIPMENT AND PROPERTY

This position utilizes a variety of equipment, including but not limited to: Computers, Tablets, hand and power tools, ladders, lifts, lighting, audio, and rigging equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to listen, see, talk, smell, walk, sit, stand, grasp, handle, and feel. Occasionally, s/he is required to carry, climb, kneel, drive a vehicle, lift up to 50 lbs, push, pull, and or stoop. Specific vision abilities required by this job include near vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is moderate.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.