

# **PROGRAMMING AND VENUES MANAGER**

**(Range 129)**

## **DEFINITION**

Performs a variety of complex professional, supervisory and technical work in the coordination and operation of the Scheduling and Programming Services Department and the Technical and Production Services Department including identifying, planning, coordinating, managing and implementing special events, general exhibits, programs, partnerships and public use of library branch venues and Performing Arts Centers.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Deputy Director.

Exercises direct supervision over assigned subordinate staff.

Provides direction and support to Library District staff working in a library branch venue or Performing Arts Center.

## **ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

### **Essential Functions:**

1. Oversees and ensures the efficient operation of the Scheduling and Programming Services Department, and the Technical and Production Services Department.
2. Stays abreast of new trends, innovations, and safety issues in the field of scheduling and production services; attends training activities related to the latest innovations and practices in the field.
3. Handles internal and external work politics effectively; and leads, motivates and ensures that staff maintains a professional demeanor.
4. Performs planning, development and implementation tasks in the coordination of broad program activities and services such as theater, music, dance, workshops, lectures, community-wide programs, festivals, adult reading incentive programs, and author and literacy programs.
5. Coordinates and monitors the public and staff use of library branch venues including Performing Arts Centers and meeting spaces.
6. Ensures that facilities are welcoming and vibrant spaces for audiences and user groups.
7. Establishes guidelines and participates in external partnerships, and reviews and approves programming partnership applications.
8. Coordinates, maintains and manages a master calendar of events that includes Library District programs and external user group events.
9. Compiles and submits appropriate marketing, promotion and public relation programming activity requests that may include writing draft copy for collateral materials.

**PROGRAMMING AND VENUES MANAGER**  
**PAGE 2**

10. Reviews, verifies and approves rental applications for facility use.
11. Monitors and ensures training of the Technical and Production Services Department in the operation of theater equipment such as audio, video, lighting, rigging and stage production equipment.
12. Develops and implements theatrical equipment use and maintenance guidelines.
13. Prepares planning documents in support of Library District initiatives including developing goals, objectives and measurements for assigned departments; and compiles, interprets, evaluates and reports data.
14. Resolves a wide range of routine and non-routine issues and difficult situations including mediating between external and internal users and departmental staff; and interprets policies, procedures and guidelines with potential and current user groups and Library District staff and management.
15. Supervises subordinate staff including scheduling, training, working with staff to correct deficiencies, disciplining, and completing appropriate employee documentation.
16. Directs and prioritizes the work of subordinate staff.
17. Conducts routine maintenance and safety inspections of library branch venues and Performing Arts Centers; and ensures that venues are maintained in accordance with related safety standards in coordination with the Library District's Safety, Health and Security Coordinator.
18. Prepares, submits, and summarizes various routine and non-routine reports.
19. Prepares, submits and maintains assigned departmental budget and adheres to established Library District objectives in such.
20. Exercises decision making skills in programming and technical coordination, staff issues, equipment malfunction and repair, client issues and budget evaluation.
21. Prepares and reviews a variety of records and reports to include funding requests and professional services invoices, monthly reports, billing invoices, and facility use statistics and reports.
22. Develops, interprets, and implements Library District and Department policies and procedures.
23. Ensures compliance with all pertinent federal, state and local laws, regulations, and codes as well as all Library District policies and procedures.
24. Ensures the set up of event materials and facilities, the preparation and display of community information notices, and provides instruction to staff on such when needed.
25. Interacts extensively in person, over the telephone, and electronically in the general correspondence with Library District staff and management, outside agencies, user groups, performers, vendors and the general public.

**PROGRAMMING AND VENUES MANAGER**  
**PAGE 3**

26. Responds to public and staff inquiries and complaints in a courteous and timely manner.
27. Utilizes a variety of electronic devices, resources and software programs including e-mail, the Internet and social media.
28. Attends or conducts staff and other miscellaneous meetings and training sessions at various meeting sites within the Library District and/or offsite.
29. Conducts presentations to staff, Administration, Board of Trustees and community groups as needed.
30. Participates on interview panels and selects staff for assigned departments.
31. Maintains positive communication between branch staff, other departments and Library District Administration.
32. Operates office equipment including but not limited to: copy machine, telephone, and facsimile machine.
33. Operates Library District vehicles.
34. Performs related duties and responsibilities as required.

**Marginal Functions:**

1. Participates in committee work as needed.
2. Attends and participates in professional association meetings and seminars, and other applicable training sessions.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

1. Basic operation and maintenance of various theatrical and production equipment.
2. Safety issues pertaining to library branch venues and Performing Arts Centers.
3. Principles, practices and techniques of program planning, development, implementation and administration.
4. Current trends and developments in literature, arts and humanities, community interests, technical production and other related areas in the field of scheduling and production.
5. Report and record keeping principles and methods.
6. Basic accounting principles and procedures.
7. Basic principles of budget development, administration and control.

**PROGRAMMING AND VENUES MANAGER**  
**PAGE 4**

8. Research techniques, and the sources and availability of current information.
9. Effective supervisory techniques and practices.
10. Library District, Branch, and Department policies and procedures.
11. Library District terminology and functions.
12. Correct English usage, spelling, punctuation and grammar.

**Ability to:**

1. Exercise good judgment and make sound decisions.
2. Work under pressure and meet deadlines.
3. Supervise and direct work of subordinate staff.
4. Motivate and mentor staff.
5. Plan, organize, and prioritize projects and work assignments for efficient results
6. Interpret, explain and apply Library District and Department policies and procedures.
7. Initiate changes that improve service.
8. Accept and manage change and maintain flexibility.
9. Exercise initiative, independent judgment and discretion.
10. Evaluate and implement services from a District-wide perspective.
11. Perform multiple tasks concurrently.
12. Work quickly and accurately.
13. Prepare clear and concise reports.
14. Work both independently and as part of a team.
15. Understand and follow oral and written instructions.
16. Communicate clearly and concisely, both orally and in writing.
17. Plan, organize and conduct meetings and public speaking activities.
18. Effectively communicate with and elicit information from difficult, upset and irate individuals.
19. Serve library customers and staff with patience, tact and courtesy.
20. Establish and maintain effective working relationships and partnerships, both internal and external, during the course of work.
21. Maintain the mental capacity for effective interaction and communication with others.

**PROGRAMMING AND VENUES MANAGER**  
**PAGE 5**

22. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - sitting, walking or standing for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - climbing;
  - operating assigned equipment.
23. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.
24. Work on-call evenings, weekends and holidays.

**Skilled in:**

1. Use of a variety of electronic devices, resources and associated software programs.
2. Use of library and general office equipment.

**MINIMUM QUALIFICATIONS**

**Training and Experience:**

Bachelor's Degree required; increasingly responsible work experience in the Performing Arts or events management field, some of which includes managing support functions of performing arts spaces, technical production, program coordination, budget control and public relations; demonstrated ability to effectively supervise and motivate subordinate staff, and possess strong leadership and management skills that include the ability to effectively communicate to diverse groups, and develop and maintain positive relationships with library customers, vendors, partners, Library District staff and management; or an equivalent combination of training, education and experience that provides the necessary knowledge, skills and abilities.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; working in high places (30+ feet); frequent bending, reaching and stooping; working in confined spaces; climbing ladders; walking on cat walks; frequent lifting, carrying, or moving items of moderately heavy weight (20 - 50 pounds); occasional lifting, carrying, or moving of

**PROGRAMMING AND VENUES MANAGER**  
**PAGE 6**

very heavy items (100 pounds or over); the complex operation of shop equipment requiring the manipulation of multiple controls, fine adjustments or both; the sustained operation of such devices associated with equipment used to perform tasks required of the position; utilizing a keyboard, and sitting or standing for extended periods of time.

Tasks require sound perception, color perception, depth perception, visual perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed with moderate exposure to adverse environmental conditions.

**License, Certificate or Special Requirements:**

Possess, or have the ability to obtain and maintain, a valid Nevada Driver's License at the time of hire.

**FLSA:           EXEMPT**

**CBA:            MANAGER**

**DEVELOPED: SEPTEMBER 5, 2013**