



CITY OF
Sturgis
MICHIGAN

We're Hiring!

POSTED 11.02.2018

AUDITORIUM DIRECTOR

**Executive Director
Sturges-Young Auditorium
Sturgis, Michigan**

The City of Sturgis, Michigan is seeking an executive director to manage the Sturges-Young Auditorium and Civic Center. The facility was constructed in 1955 as a multi-purpose community center with a 969-seat proscenium theatre featuring a 30' x 35' stage with support areas. The building serves a local population of around 11,000, and is situated in downtown Sturgis, Michigan, located halfway between Chicago, IL and Detroit, MI. The auditorium and civic center is city-owned and operated and also features a conference center which hosts meeting, special events and community activities. The position will report to the City Controller and serve as staff liaison to the Sturges-Young Auditorium and Civic Center Advisory Board of directors.

The successful candidate will have a bachelor's degree in business or related area with coursework in accounting, communications, management and public relations. They will also have had five years' experience in the management of a performing arts facility or event center and non-profit organization or government experience previously.

The primary focus of the position is programming, both live entertainment, events and film. As such, experience and connections in the industry are crucial to the success of the position. The ED will be working with city staff to develop and implement infrastructure and FF&E improvements of the facility along with staffing and strategic planning moving forward.

Salary is established at \$55,000 - \$60,000 annually with competitive city benefits package (medical, dental, retirement, vacation and sick leave and relocation allowance). For full position listing visit: <https://www.sturgismi.gov/hr/>

Auditorium Director Wage and Benefit Summary

- Wage - \$55,000 - \$60,000
- Medical, Prescription, Dental, Vision, Life, and Disability Insurance
- Doyle Community Recreation Center Membership
- City of Sturgis Employee Retirement System with 10 years vesting
- Deferred Compensation Plan
- Retiree Health Savings Plan
- Vacation, Sick, Personal Leave time
- Longevity after five years
- Nine paid holidays

Submit Application, Resume and Cover Letter to: Sturgis City Hall, 130 N Nottawa St. or via email to dnorthrup@sturgismi.gov Applications available at City Hall or on our website at www.sturgismi.gov/HR

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AUDITORIUM & CIVIC CENTER EXECUTIVE DIRECTOR

General Summary

Under the direction of the City Controller and with guidance from the Sturges-Young Auditorium & Civic Center Advisory Board of Directors, this position manages all facility operations and staff. It is also responsible for programming an annual season of performances, events, activities and films, including in house events as well as traveling productions. Position supervises all staff engaged in planning and coordinating events, providing food and beverage preparation and service, providing stage lighting and technical services, as well as those providing custodial, maintenance and administrative services.

Essential Functions

1. Supervises all staff assigned to the auditorium and is responsible for interviewing and making employment decisions. Oversees and participates in staffing, training, scheduling, assigning of work, reviewing performance and managing employee relations.
2. Coordinates with the Facilities Manager for any building repairs, maintenance, other facility and grounds improvements.
3. Identifies and suggests technology upgrades to facility with an eye towards future uses and performances along with cost-recovery projection.
4. Serves as staff liaison to the Board of Directors and its committees. Prepares reports and information and works collaboratively with the Board of Directors to achieve the mission and goals.
5. Monitors and tracks all financial income and expenses of the facility. Prepares and monitors the annual budget. Reviews, processes, and assigns account numbers to bills, oversees the preparation of invoices and accounts receivables, reviews profit and loss statements from events, and monitors the petty cash account.
6. Oversees the food service operation including supply purchasing, implementing best practice inventory systems for control and tracking, and cost recovery pricing via food and beverage staff member.
7. Researches, schedules and contracts for live entertainment and film screenings (in-house) as well as outside rentals of the facility. Must be familiar with a variety of show budgeting (co-pro, 4 wall rental, etc.).
8. Develops rental rates and packages and solicits outside use of facility in the private touring/promoter community to secure traveling shows.
9. Represents the auditorium to the larger performing arts community and actively solicits partnerships and collaborative events to grow audiences at the facility.
10. Coordinates with city and outside agencies on marketing collateral for general awareness and show-specific campaigns to drive ticket sales.
11. Prepares monthly reports for the City Controller and the Board of Directors and maintains or oversees the maintenance of all records related to facility operations.
12. Coordinates with the Facilities Manager the work schedules for cleaning and custodial tasks. Includes conducting inspections of the building for repair, cleaning and improvement needs and preparing a custodial and cleaning plan for staff.
13. Advises the Board of Directors and its committees, coordinates events, reviews, negotiates, and gives final approval for performer contracts, and arranges for contract technicians and other staff as necessary. Calculates all costs associated with potential performances and authorizes contracts based on a thorough pro forma. Oversees administrative functions including maintaining box office management system, developing and implementing financial systems, and reviewing and approving annual budget.
14. Develops short and long range plans for the facility including a strategic plan, marketing plans, financial forecasts, capital and maintenance plans, and fundraising plans for sponsor/patron programs and capital improvement projects.
15. Performs public relations functions for the facility, includes speaking at meetings of civic and business groups, hosting Auditorium sponsored events, making public service announcements, conducting group tours, and related activities.

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Other Functions

None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Bachelor's degree in business or related area with coursework in accounting, communications, management and public relations.

Experience: Five years' experience in the management of a performance or event venue, public assembly facility or event center including experience with food service operations.

Desired:

- Past experience with non-profit arts organizations or municipal government
- International Association of Venue Managers (IAVM) Facility management school graduate
- Membership in related professional organizations (APAP, LHAT, IAVM, etc.)

Other Requirements: Certification from a Techniques of Alcohol Management course. Valid Michigan Driver's license.

FLSA Status: Exempt

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:*

Ability to access all areas of the facility. Ability to climb stairs.

Ability to enter and access information from a computer. Ability to access all files.

Extensive walking to oversee ongoing events and inspect the premises.

Ability to lift trays of food and other items weighing up to 30 lbs. and move to serving areas.

Reaching for glassware and other service items.

Ability to push and pull tables and chair to assist in room set-up. Bending and stooping to obtain food service items.

Working Conditions:

Works early mornings, late evenings, weekends and holidays.

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