

**ART CENTER DIRECTOR
(SCHOOL OF THE ARTS)**

Code No: 4-18-460
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a management position in Rochester City School District responsible for overseeing the operation of the District's Art Center which includes the main stage, the ensemble theater, the black box, the commons, the dance studios, and other related rehearsal, performance, and lecture support spaces. This position is responsible for the management of the center, liaison between clients and the district, and logistics of the center within the school environment. The employee reports directly to and works under the general supervision of a higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Manages the operation of the Art Center along with the calendar of events;

Determines personnel necessary to support events and reviews with Principal;

Recruits all support staff necessary to work each event;

Determines and books rehearsals for each event;

Attends all rehearsals and events of outside groups;

Meets with artistic directors and coordinates shows of the Rochester Children's Theatre season;

Works with the custodial staff to assure that the facilities are ready for events;

Schedules repairs and cleaning of the theaters with the Head Custodian;

Calls for emergency assistance upon illness or injury to patrons and performers;

Completes accident reports on injuries;

Answers phone inquiries about the Art Center;

Prepares and mails out rental and contract information and applications to clients;

Generates invoices for renters and for amounts due for the rental, equipment, and personnel used;

Coordinates the use of the Center by booking appointments for tours, collecting deposits from renters, and discussing needs for each event;

Schedules summer institutes and workshops;

Keeps record of clients' applications, and signed rental agreements;

Generates and publishes weekly and monthly calendars of meetings, performances, and events;

Schedules regular rehearsals and three weeks of stage rehearsals for all School of the Arts major events;

Coordinates the use of the rooms in the building and the use of the theaters for the summer institutes;

Calculates and supplies the number of tickets necessary for certain theater events.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of theater technology as it relates to lighting, sound, and event coordination; good knowledge of the support personnel needed to operate and run a theater along with support spaces such as a dance studio, classrooms, and lecture rooms; good knowledge of theater scheduling and rental agreements; ability to coordinate and schedule events and performances; ability to keep records of client applications and deposits; ability to generate and publish performance and event calendars; ability to work independently and apply problem-solving skills; ability to manage multiple concurrent projects; ability to prepare written documents and reports; ability to establish effective working relationships with others; ability to give tours of the Art Center; management skill; coordinating skill; organizational skill; decision making skill; dependability; initiative; resourcefulness; tact; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years of paid full-time or its part-time equivalent experience in the coordination and management of performing arts or theater events; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Theater or other related Performing Arts field, plus one (1) year of paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B), above.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: March 7, 2002