

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2008**

DIRECTOR OF PROGRAMMING AND OPERATIONS

FLSA STATUS: EXEMPT – PAY GRADE 23 – P

GENERAL STATEMENT OF JOB

The Director of Programming and Operations is responsible for leading and supervising all programming and operations for the Artist Series including but not limited to program selection, their executive and their evaluation. In addition, the position is responsible for overseeing financial operations including show settlements with artist production companies, venues and the Artist Series (College/Foundation).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Manage programming, operations and event service teams to ensure the successful outcomes of their duties and operations of the Artist Series.

Work closely with the Executive Director to develop and define the Artist Series' event and outreach educational activities efforts to maximize an artistic and fiscally responsible programming mix.

Provide effective and efficient leadership to all programming, operations and event staff.

Direct the creation, implementation and approval of all Artist Series events and programs by facilitating events from initial booking through final settlement.

Once programs have been selected and approved, oversee distribution of pertinent information to the marketing and box office teams.

Work with the executive director to develop an annual budget.

Evaluate programs with Artist Series staff and the Executive Director on an ongoing basis with regard to achieving and maximizing desired artistic goals, financial objectives, value to the community, the Artist Series and the overall institution.

Seek out community and partnership opportunities to assist in meeting financial and artistic opportunities.

Identify alternative funding sources including local, state and national grants.

Maintain close relationships across the entire spectrum of performing arts, with booking agencies, venue management, Artist and theatrical show management, production companies, producers, partnership representatives and other presents in order to keep informed of all current and projected touring opportunities.

Maintain detailed calendars of venue and artist availabilities while planning for current and future seasons.

Develop, administer, implement and maintain the programming budgets of each event in a fiscal responsible manner while coordinating with the Executive Director.

Pending Executive Director approval, negotiate, process and ensure compliance of all programming and venue agreements.

DIRECTOR OF PROGRAMMING AND OPERATIONS – Page 2

Identify appropriate opportunities for informing the industry and trade publications of Artist Series achievements.

Participate in industry conferences and meetings.

Review all set up event sheets for accurate dates, times, prices and venues.

With the executive director, marketing and operations staff including the ticket office, establish on sale dates for subscribers and the general public.

Supervise and review show settlements including support documentation for all expenses and revenue.

Maintain communications with Artist Series software vendors for ticketing and web presence as well as the college's IT department to ensure a stable and accurate ticketing and web presence.

Work with the marketing and sales team, ticket office to suggest and review new and potential revenue sources.

Recommend appropriate organization and staffing requirements and allocate responsibilities for optimum department performance to achieve the stated goals and objectives of the department.

Professionally represent the Artist Series and the college at all times.

Complete other duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the Executive Director of Cultural Events.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

Five (5) years of experience at an arts or entertainment related organization in performing arts programming, operations or a related field.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

DIRECTOR OF PROGRAMMING AND OPERATIONS – Page 3

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, students, co-workers and supervisors.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating computers and modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of computers and office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 10/08

