



**CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
ELKS THEATRE OPERATIONS MANAGER**

**Pay Grade: 63 Pay Range: \$43,102 to \$60,343 annually DOE/Q plus benefits
FLSA Status: Exempt (not eligible for over time)**

Qualifications: Three (3) years experience in theater and/or degree in Theatre Arts or a combination of education, training and experience that provides the required knowledge and abilities necessary to perform the required tasks. An example would be a Bachelors degree in Theater Arts with working knowledge of theatrical production and house or stage management or other qualified combination; some business accounting and reporting experience preferred. This full time position may require varied hours including evenings and weekends depending on event schedule. Must possess AZ valid Driver's License and pass pre-employment drug test and background check.

Tasks: Facilitates technical and house management for concerts, recitals, lectures, films, weddings and stage productions and serves as the liaison to the Elks Opera House Foundation. Prepares, recommends, and administers theatre budget and seeks grant funding; responsible for all marketing and promotion of Elks events, including press releases, programs, commercials, advertising campaigns, fliers and ticket production; develops, produces and/or books revenue producing theater acts; coordinates and directs the technical and operational aspects of the Elks theatre facilities; hires, supervises, and schedules necessary staff for all theater needs; provides professional and technical knowledge, training and direction to facility maintenance personnel and theatre clients; coordinates tasks associated with production needs; works with directors, conductors and stage managers to ascertain production, audio visual light-board, soundboard and theatrical equipment requirements and logistics as they pertain to rehearsal and performance space; creates and maintains an organized schedule of events, rehearsals and activities; resolves conflicts and problems as they arise; assures readiness and cleanliness of facilities, arranges for the maintenance of technical equipment; must be available prior to, and during events in order to assure facility readiness and to assist in performance activity as required by event; establishes pricing, prepares and negotiates contracts for theater rental; provides and maintains lighting and sound equipment; enforces safety and security measures; inventories theater equipment and concession supplies, and performs other duties as assigned; maintains a professional appearance and exhibits exceptional professional customer service in dealing with City government officials, management, the general public and individuals working in a creative environment.

Knowledge, Skills, and Other Characteristics:

- Knowledge of stage set-up, equipment, sound; lighting and mechanical rigging, equipment and stage set-up, operation and house maintenance to include LED's, ellipsoids, pannels, fernels, stage eyes, color wheels, ability to operate equipment including Crest HP 40 frame mixing console sound board and microphone selection and placement (up to 18 different kinds of microphones).
- Knowledge of musical and stage entertainment show techniques and requirements.
- Knowledge of and ability to set up and run effects machines to include but not limited to hazers, foggers, snow, bubble, kabuki, and butterfly machines via DMX; program and operate ETC Element lighting console with 4-universe each with 500 channel capacity and 9,999 scene capability; low and high capacity LCD projectors and fire & ice projectors.
- Working knowledge of "fly-loft" systems to include being certified in hemp house rigging and able to certify hemp house rigging.
- Working knowledge of concession stand sales, inventory control, and alcohol service to include local, state and liability certification.
- Skill in theatre lighting maintenance, and programming for lighting cues to set and run from 3 to 1,800 per event and run multiple events using an lpad memory maker.
- Skill in website marketing and ticket sales outlet control and online ticketing system.
- Skill in desktop publishing and graphic art, Microsoft applications including Word, Excel, Access and Publisher and MAC.
- Skill in effective communications, verbal and written, providing excellent customer service and conflict and problem resolution.
- Skill in establishing and maintaining effective working relationships with City officials and internal and external customers.
- Skill in budget preparation, contract negotiation and successfully seeking grant funding.
- Skill in development and production of theatre acts, execute riders, and work with production coordinators.
- Skill in strong organizational and detail oriented abilities.
- Ability to coordinate and manage multi-use facilities, market, schedule and participate in technical theater operations.
- Ability to use graphic design programs to design and produce in-house posters.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicle as needed. **Hearing and Speaking Ability:** sufficient to clearly, concisely and effectively communicate in person and over the telephone. Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 pm July 15, 2010.

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928) 777-1315 (928) 777-1347 TDD (928) 777-1100 Fax: (928) 777-1213

Email: personnel@prescott-az.gov **Visit our website at** www.cityofprescott.net EEO/M/F/V/H/D/NSE Posted: July 2, 2010

Mic Fenech _____
Administrative Services Director

Jolaine Jackson _____
Human Resources Director

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MAJOR BENEFITS FOR A PART-TIME REGULAR EMPLOYEES: Pro-rated vacation and sick leave; Ten pro-rated holidays; Retirement benefits and Social Security benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.