



Class Code: Managerial
Grade: 53
FLSA: E
WC Code: 9154
EEO Code: 6
EEO Job Category: Professional

CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION

JOB TITLE: ASSISTANT GENERAL MANAGER - LPAC

GENERAL STATEMENT OF JOB

The purpose of this position is to assist in the administration and management of the overall operations of the Lauderhill Performing Arts Center (LPAC), including scheduling and coordinating fine and performing arts activities and events, capital projects, and all other supporting matters related to the LPAC, under the direction of the General Manager. This position is responsible for supporting the City's overall mission and vision for the theater.

ESSENTIAL FUNCTIONS

The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Supports the development of city culture and values while serving as the secondary point of contact for City staff, vendors, contractors, and the general public for the LPAC; serves as the General Manager, in the absence of the General Manager.

Assists in planning, organizing, scheduling, coordinating, and communicating LPAC operations, events and performances, including the use of technical and non-technical equipment, with staff, vendors, contractors, and external groups.

Assists with programming of successful season of events, curating a line-up of rentals, in-house presentations, and City events; assists with creating a marketing strategy for all events.

Assists in creating, implementing, updating, sharing, and maintaining a master calendar for scheduling of events and activities in the LPAC; helps coordinate reservations of the facility; conducts initial meetings with vendors and contractors to create and execute contractual agreements.

Maintains inventory of all LPAC equipment; researches, recommends, purchases and leases new equipment as needed in conjunction with the General Manager and LPAC staff.

Inspects equipment and performs system maintenance and/or coordinates with external representatives to perform inspections and system maintenance on a regular basis; maintains records of inspections.

Assists in scheduling, evaluating, training, and supervising LPAC staff and contractors.

Plans and conducts regular production meetings with the LPAC staff and contractors regarding event and production needs; coordinates event setups and breakdowns; conducts debriefing meetings after events.

Assists with organizing and maintaining all areas of the LPAC, ensuring that all aspects of the facility are utilized efficiently, including the facility's energy and resources.

Assists with managing the LPAC budget for the fiscal year; reviews budget for events and operations; analyzes profit and loss statements for concessions and novelties.

Assists vendors with clarifying contract specifics and any matters that arise through the life of the contract.

Assists in planning and executing special projects assigned by the City.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration; Theater Arts, or closely related area; **AND**
- Two (2) years of experience in arts management; **AND**
- One (1) year of supervisory experience; **AND**
- Valid State of Florida driver's license.

If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.

ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the work day or work week.

Physical Requirements: The ability to exert heavy physical effort in very heavy work, which may involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and/or lifting, carrying, pushing, and/or pulling of objects and materials in excess of 50 pounds.

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

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

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and/or in writing as needed to exchange information, coordinate work activities, and resolve matters.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages; and to interpret numerical data and graphs to create reports and/or develop forecasts.

Environmental Factors: Essential functions are performed with some exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, and/or fumes).

EQUAL OPPORTUNITY EMPLOYER

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

VETERANS' PREFERENCE

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.