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**BURNSVILLE PERFORMING ARTS CENTER
Job Description**

Job Title: Executive Director
Status: Full-Time Salaried
Department: Administration
Reports To: VenuWorks and TBD (City of Burnsville Designee)
FLSA Status: Exempt

SUMMARY

The Executive Director is responsible for the overall management of the facility, providing leadership and direction to all departments and staff. This person serves as the primary liaison between VenuWorks and the City of Burnsville.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Direct the policy development, programming, financial management, marketing, community relations and operations for the facility.
- Develop effective programs for the successful future of the facility.
- Identify and secure funding for programming, promoting and operation of Burnsville Performing Arts Center.
- Develop policy recommendations for approval and implements the policy.
- Responsible for direction of financial management, including budget development, overview of financial and accounting systems, financial projections and controls, and personnel management.
- Ensure proper communication between facility staff, Venuworks, the City of Burnsville and the Friends of the Burnsville Performing Arts Center through ongoing verbal and written reports.
- Complete performance appraisals for direct reports and make salary recommendations.
- Work effectively with local user groups to maximize scheduling of facility.
- Initiates and oversees programming for facility, including contracting for entertainment events, fine arts events, and family attractions.
- Ensure efficient and effective operation of the facility, including capital maintenance and improvement projects.
- Represent the facility in a positive manner to the entertainment and arts community, businesses, colleges, universities and other agencies.
- Responsible for publicly promoting the facility through speaking engagements, media interviews and other public appearances.

- Identify and secure events.
- Perform other tasks as may be assigned.

SUPERVISORY RESPONSIBILITIES

Direct reports include the fulltime personnel at the facility. Indirectly supervises all personnel at the Burnsville Performing Arts Center.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A demonstrated ability to follow directions and complete assigned tasks with a minimum of instruction and supervision is essential.

EDUCATION and/or EXPERIENCE

Bachelor Degree from four-year College or university in applicable discipline (Master's preferred) and at least five (5) years experience in the management of a public assembly facility, or equivalent combination of education and experience.

Advanced knowledge of current management and leadership principles.

Advanced knowledge of the management of fine arts, entertainment and other events.

Demonstrated knowledge of all aspects of public assembly facility management operations, including fiscal control, policy development, marketing, and event management.

Experience in opening a public assembly facility.

CERTIFICATES / LICENSES / REGISTRATIONS

Certified Facility Executive (CFE) or other similar professional designation is preferred.

Applicant must possess current valid driver's license and a current working home telephone with a number that can be accessed by building management personnel for business contact purposes.

LANGUAGE SKILLS

Ability read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations.

Ability to speak in public, both in person and via various media outlets.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages and apply them to practical situations.

REASONING ABILITY

Ability to solve complex problems with sensitivity and diplomacy while displaying decisive executive leadership.

Ability to define problems, evaluate data, establish facts and draw valid conclusions.

Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events and stimulus may occur simultaneously.

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms; stand; walk; use fingers to finger, handle or feel; and climb or balance. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; and outside weather conditions. The noise level in the work environment is usually moderate.