

VENUWORKS OF SKOKIE, LLC.

EXECUTIVE DIRECTOR



SUMMARY

The Executive Director is responsible for the overall management of the North Shore Center for the Performing Arts, providing leadership and direction to all departments and staff. This person serves as the primary liaison between VenuWorks and the Village of Skokie.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Direct the policy, development, programming, financial management, sales & marketing, operations and community relations for the center.
2. Develop effective programs for the successful future of the center.
3. Identify, initiate and oversee programming for center, including contracting for performances and fine arts events, entertainment, family attractions, receptions and other opportunities where applicable.
4. Develops policy recommendations for approval and implements the policy.
5. Responsible for financial management, including budget development, overview of financial and accounting systems, financial projections and controls, and personnel management.
6. Ensure proper communication between Center's staff, VenuWorks and the Village of Skokie through ongoing verbal and written reports.
7. Management of in-house food and beverage operation including, but not limited to, catering and concessions.
8. Ensure efficient and effective operation, including capital maintenance and improvement projects.
9. Represent the center in a positive manner to the community, performing arts community, convention and hospitality industries, colleges and universities, and other agencies.
10. Responsible for publicly promoting the center through speaking engagements, media interviews and other public appearances.
11. Greet the general public and clients in a courteous manner, directing guests to the appropriate person or area.
12. Complete performance appraisals for direct reports and make salary recommendations.
13. Perform other tasks as may be assigned.

SUPERVISORY RESPONSIBILITIES

Direct reports include all departmental key leadership (Director or Manager). Indirectly supervises all personnel.

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.

1. A demonstrated ability to follow directions and complete assigned tasks with a minimum of instruction and supervision is essential.

EDUCATION and/or EXPERIENCE

1. Bachelor Degree from four-year college or university in applicable discipline
2. At least ten (10) years experience in the management of a similar facility
3. Advanced knowledge of current management and leadership principles
4. Advanced knowledge of the management of fine arts, entertainment and other events
5. Demonstrated knowledge of all aspects of public assembly facility management operations, including fiscal control, policy development, marketing, and event management

CERTIFICATES / LICENSES / REGISTRATIONS

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

LANGUAGE SKILLS

1. Ability read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations
2. Ability to speak in public, both in person and via various media outlets

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3. Ability to write reports, business correspondence, and procedure manuals
4. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
5. Ability to speak and understand English

MATHEMATICAL SKILLS

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
2. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages and apply them to practical situations

REASONING ABILITY

1. Ability to solve complex problems with sensitivity and diplomacy, while displaying decisive executive leadership
2. Ability to define problems, evaluate data, establish facts, and draw valid conclusions
3. Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events and stimulus may occur simultaneously
4. 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.

1. 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.
2. The employee must occasionally lift and/or move up to 25 pounds.
3. 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.

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