

# JOB DESCRIPTION

## Executive Director - TPAC



Location Name:	<b>VENUWORKS OF TOPEKA – TOPEKA PERFORMING ARTS CENTER</b>
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### **ABOUT TPAC**

Located in the capital of Kansas, the VenuWorks managed Topeka Performing Arts Center, a 2,400 seat multi-purpose venue, provides an elegant atmosphere and features a wide variety of live-entertainment performances, educational programs, and more.

### **SUMMARY**

The Executive Director is responsible for the overall management of the Topeka Performing Arts Center; providing strategic leadership and direction to all departments and staff at the venue. This person serves as the primary liaison between VenuWorks and the Board of Trustees and is a champion of the Center's mission to foster the performing arts by providing diverse, cultural, and educational entertainment to our community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Direct the policy, development, programming, financial management, sales & marketing, operations and community relations for the Center.
2. Responsible for financial management, including budget development, overview of financial and accounting systems, financial projections and controls, and personnel management.
3. Ensure proper communication between Center's staff, VenuWorks, and the Board of Trustees through ongoing verbal and written reports.
4. Develop effective educational and entertaining community focused performing arts programs to ensure a successful future for the Center.
5. Serves as the public face of the Center and internal liaison for staff as well as external press, Board of Trustees, sponsors/donors, and the public.
6. Responsible for publicly promoting the Center through speaking engagements, media interviews and other public appearances.
7. Develops policy recommendations for approval and implements the policy.
8. Complete performance appraisals for direct reports and make salary recommendations.
9. Initiate and oversee programming for the Center, including contracting for convention and events, receptions and exhibitions.
10. Management of in-house food and beverage operation including, but not limited to, full-service catering and concessions.
11. Ensure efficient and effective operation, including capital maintenance and improvement projects.
12. Represent the Center in a positive manner to the community, convention and hospitality industries, colleges and universities, and other agencies.
13. Identify and secure events.
14. Greet the general public and clients in a courteous manner, directing guests to the appropriate person or area.
15. Perform other tasks as may be assigned.

### **SUPERVISORY RESPONSIBILITIES**

Direct reports include the full-time personnel at the 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.

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

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### **EDUCATION and/or EXPERIENCE**

1. Bachelor Degree from four-year College or university in applicable discipline
2. Minimum of five (5) years' experience in the management of a facility similar to the Center, or equivalent combination of education and experience.
3. Advanced knowledge of current management and leadership principles.
4. Advanced knowledge of the management of Conference/Convention Center 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 Venue Executive (CVE), Certified Meeting Planner (CMP) and/or other similar professional designation preferred.

### **LANGUAGE SKILLS**

1. Ability to 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.
3. Ability to write reports, business correspondence, and procedural 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, interest, commission, 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.
2. 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.
3. The employee must occasionally lift and/or move up to 25 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and ability to adjust focus.

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### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an encounter 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.

### **CONCLUSION**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision.