



Events and Performing Arts Center General Manager Job Description

Job Title: Events and Performing Arts Center General Manager

Location:

Colfax, North Dakota

Reports to: Richland #44 Board of Directors

Job Summary:

The Events and future Performing Arts Center, General Manager is responsible for the overall management, administration and operations of the center.

Key Responsibilities:

1. Operational Management:

- Oversee the day-to-day operations of the center implementing & ensuring efficient and effective processes.
- Manage facility & grounds maintenance

2. Event Planning and Execution:

- Plan, coordinate, and execute a diverse range of events, including weddings, performances, public and private rentals.
- Develop & implement contracts with vendors for public & private events. Secure licensing agreements.

3. Staff management

- Recruit, train and supervise staff; including administrative, technical and front of the house personnel.
- Develop and implement staff schedules to ensure adequate coverage for all events & operations.

4. Financial oversight

- Monitor financial performance, ensuring revenue and expenses are within the budget
- Pursue additional revenue opportunities such as grants, donations and fundraising.

5. Marketing & Audience Development

- Create and implement comprehensive marketing strategies to promote events and increase audience attendance.
- Oversee the development of promotional materials, including brochures, social media content and press releases.
- Foster relationships with local artists, schools, community groups, and cultural organizations.

6. Strategic Planning:

- Contribute to the development and implementation of the center's strategic plan.
- Set goals and objectives aligned with the center's mission and vision.
- Regularly evaluate programs operations and financial performance, adjusting strategies as needed

(Cont...Events and Performing Arts Center Manager Job Description)

Qualifications:

Education: Bachelor's degree in Art Administration, Business Administration Event Management or related field.

Experience: Prefer minimum of five years of experience in Event Management, Performing Arts Administration or related field experience in a leadership role is highly desirable.

Skills

- Excellent communication and interpersonal abilities
- Strong leadership and organizational skills
- Proficiency in budgeting and financial management
- Experience with marketing And audience development
- Knowledge of technical aspects of event production(lighting, sound, staging). **Personal attributes**
- Passion for the performing arts and community engagement.
- Creative problem solver with a strategic mindset.
- Detail oriented and able to handle high pressure situations.
- Collaborative team player who can also work well independently.

Working conditions

- FT position including evenings, weekends, holidays as required by event schedules
- Ability to work in a dynamic fast paced environment

Benefits

- Salary range: \$70,000-\$85,000 depending on experience. (full time 12-month position)
- Competitive benefit package
- Bonus incentive package

Applications will be accepted until September 30, 2024.

Applications will undergo review on October 2, 2024, and every 15-day intervals thereafter. Interested candidates should submit a resume, cover letter and references to:

**Richland #44 Foundation Board of Directors
PO Box 49 Colfax, ND 58018**

Or email: richland44foundation@gmail.com