



City of Tempe

TEMPE CENTER FOR THE ARTS MANAGER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	449	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Tempe Center for the Arts Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from supervisory or management staff.
Provides direct supervision to assigned staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	<p><u>When assigned to Business and Operations:</u></p> <p>Four (4) years of experience in arts, recreation, entertainment, hospitality or other enterprise that delivers public facing programs and services within a multi-use venue environment. Two (2) years of supervisory experience directly related to the core functions of the position.</p> <p><u>When assigned to Programs:</u></p> <p>Four (4) years of experience in theater or arts management including experience presenting national/international artists and arts organizations to the public. Two (2) years of supervisory experience directly related to the core functions of the position.</p>
<i>Education:</i>	<p><u>When assigned to Business and Operations:</u></p> <p>Bachelor’s degree in business, arts, recreation, hospitality, public administration or other field related to the core functions of this position.</p> <p><u>When assigned to Programs:</u></p> <p>Bachelor’s degree in arts management, performance studies, technical theater, theater management or degree related to the core functions of this position.</p>

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize and manage, through subordinate supervisors, the programs, services, and/or operations of the City of Tempe's Tempe Center for the Arts (TCA) under the leadership of the Arts and Culture Division.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

When assigned to Business and Operations:

- Perform administrative work related to planning, development, coordination, and management for TCA, which includes theaters, multifunction rooms, exterior event space, and technical and administrative support areas.
- Plan, direct, and manage the major business and operational functions of TCA, including, administration, facilities and capital improvement, finance, patron services, food and beverage, parking, and related functions.
- Serve as the central liaison with internal departments on legal, financial, and personnel matters as they relate to the broader TCA business and operations. Ensure timely and accurate preparation of the TCA budget, capital improvement projects, and supplemental budget requests and lead in their coordination and development with the Deputy Director and Financial Analyst, and senior staff; monitor and control expenditures; safeguard transparency and accuracy in all financial reporting.
- Direct the use of capital and operating funds and identify needs for TCA facilities, equipment, personnel, and management.
- Plan, assign, direct, supervise, and review work of individuals and teams, coordinating facilities and capital improvement, patron services, administration, and other teams as assigned.
- Lead or Participate in the selection of staff; provide and/or coordinate staff training and review to ensure exemplary customer service; work with employees to improve performance, correct deficiencies; implement disciplinary procedures; maintain effective and consistent one-on-one dialogue with all employees on a regular basis.
- Negotiate, compose and review business contracts and agreements ensuring accurate preparation and execution.
- Implement and administer annual and multi-year agreements with user organizations as required.
- Ensure TCA compliance with pertinent laws, rules, regulations, and licensing standards.
- Develop, implement, and monitor programs, policies, system controls and procedures as approved by the City Council; prepare and submit revision of said policies and procedures to Deputy Director, Department Director or City Council, as appropriate.
- Work in close collaboration with the TCA Programs and Presenter Services Manager to develop

strategies, policies, and processes that cultivate a positive operating environment and that meets the needs of staff, patrons, clients, and partners.

- Participate in industry meetings, conferences, and organizations to share and implement best practices and business standards; demonstrate continuous effort to develop and implement methods and procedures for advancing operations, streamlining work processes, and improving cost-effectiveness and participation by the public and associated organizations.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

When assigned to Programs:

- Develop short- and long-term arts center programming strategies.
- Manage the planning, development, coordination and supervision of all programs and events presented at TCA.
- Identify, negotiate, plan, organize and implement an annual program of national and international touring artists, delivered to the highest artistic and technical standards.
- Coach and lead staff to develop, plan, and coordinate programs and services that include TCA Gallery, rental programs, resident companies, community and education initiatives, and technical production services.
- Lead and/or collaborate on the production and presentation of special events, festivals, and other cultural initiatives at TCA, the Arts Park, and/or other locations in the City.
- Oversee the development of business cases for proposed programs and initiatives, and when approved, direct and coordinate the work of all teams to ensure artistic and financial success.
- Develop and administer agreements with artists and partners.
- Develop, monitor, and report on annual program budgets. This position has responsibility for substantial earned income.
- Represent, advocate, and report on programs at TCA, communicating with stakeholders including division management, arts and culture commission, and community interest groups.
- Advise on information and trends in the performing arts and performing arts management.
- Serve as a member of the Arts and Culture Division Management Team.
- Work in close collaboration with the TCA Business and Operations Manager to develop strategies, policies, and processes that cultivate a positive operating environment and that meets the needs of staff, patrons, clients, and partners.
- Oversee evening and weekend performances as required.
- Perform related duties as assigned.

COMPETENCIES		
<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p style="text-align: center;"><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective August 2000</i></p> <p><i>Revised April 2005 (reclassification to higher level)</i></p> <p><i>Revised May 2017 (Title changed)</i></p> <p><i>Revised May 2017 (update entire job) description</i></p> <p><i>Revised December 2017 (receives direction from Dep CS Dir and Comm Svcs Dir; update job duties)</i></p> <p><i>Revised July 2023 (update job title from General TCA to TCA Manager, min qualifications and job duties)</i></p> <p><i>Revised February 2024 (update minimum qualifications)</i></p>