

EMPLOYEE NAME: \_\_\_\_\_

Created: 8/13; Revised 6/16; 6/18;6/23;6/25

## JOB DESCRIPTION

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| <b>POSITION TITLE:</b> Concert Hall Manager   | <b>JOB CODE:</b> 621A or 470B  |
| <b>DIVISION:</b> Chief of Staff   | <b>SALARY SCHEDULE:</b> Annual Central Office Personnel or Professional/Supervisory Support Annual |
| <b>DEPARTMENT:</b> Events & Venue Management  | <b>WORKDAYS:</b> Annual Administrative Employees   |
| <b>REPORTS TO:</b> Senior Executive Director, Events & Venue Management   | <b>PAY GRADE:</b> CS1 (5, 6, or 7) or NK03 (Rank C)  |
| <b>FLSA:</b> Exempt   | <b>PAY FREQUENCY:</b> Monthly  |
| <b>PRIMARY FUNCTION:</b> Supervises scheduling, contracts, maintenance/operations, custodial, technical requirements, (sound/lighting/stage operations), marketing and promotions, supervises events, works with the Lassiter administration, works with the CCSD Events & Venue Management Office, collaborates with the Supervisor of Instrumental Music and the Supervisor of General/Choral Music, Performing Arts: Theatre, and Dance. |  |
| <b>REVISION DATE(S):</b> 6/25   |  |

### REQUIREMENTS:

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| 1. | Educational Level: Master's degree in an Educational Field preferred  |
| 2. | Certification/License Required: Valid Georgia Leadership Certificate preferred  |
| 3. | Experience: 3 years of related relevant experience  |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities  |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication; proven leadership skills; computer skills (Microsoft Office, email communication, etc.) |

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

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| 1.  | Demonstrates prompt and regular attendance.  |
| 2.  | Supervises the technical director and custodial positions.   |
| 3.  | Coordinates the scheduling and use of facility for all events.   |
| 4.  | Coordinates and communicates contracts, fees, and scheduling with the Facility Use Office.   |
| 5.  | Supervises all concerts and events except for small Lassiter sponsored events.   |
| 6.  | Demonstrates knowledge of facility management including maintenance, operations, and safety.   |
| 7.  | Communicates effectively and appropriately within the CCSD and the community.  |
| 8.  | Markets and promotes the scheduling and use of the Lassiter Concert Hall within the CCSD and the community.                                |
| 9.  | Demonstrates fiscal responsibility for all funds handled, maintains inventory of all equipment, and follows all CCSD Administrative Rules. |
| 10. | Completes all appropriate paperwork and reports, as needed.  |
| 11. | Develops a plan to self-support the supervisory and technical director salary positions.   |
| 12. | Performs other duties as assigned by appropriate administrator.  |

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_