

## MESA ARTS CENTER (MAC) OPERATIONS SUPERVISOR

### JOB DESCRIPTION

**Classification Responsibilities:** The Mesa Arts Center (MAC) Operations Supervisor is responsible for the campus operations systems and resource management for the facility including budget; development of staff; policy and procedures as related to technical, housekeeping, security and maintenance for the Visual and Performing Arts programs. The MAC Operations Supervisor is responsible for development and management of the facility preventative maintenance schedule; the campus emergency/life system management; serves as the campus safety manager insuring compliance with Occupational Safety and Health Act (OSHA), and serves as primary liaison to other City departments as related to operations, procedures, and issues. Work is subject to irregular hours (evenings, weekends, and holidays), sometimes on short notice. This class performs related duties as required.

**Distinguishing Features:** The Performing Arts Center Administrator, who reviews work through conferences, reports and meetings, supervises this class. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from accredited college or university with a Bachelor's Degree in Theater Administration, Arts Administration, or related field. Considerable (3 - 5 years) operations experience in a public assembly facility of at least 50,000 square feet. Good (1 - 3 years) supervisory experience.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Some coursework in management or supervision is desirable.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, vendors, management, public officials, and artists. Instructs and/or trains subordinates regarding technical, safety, security, housekeeping, and maintenance. Prepares written documents such as budgets, reports, and correspondence with clearly organized thoughts and/or using the proper sentence construction, punctuation, and grammar, in order to properly communicate the needs of venue, artist and the City.

**Manual/Physical:** Reviews the work of others to ensure compliance with standard operating procedures, federal regulations such as OSHA and the United States Institute of Theatre Technology, state regulations, and the standards/guidelines of the Arts and Cultural Division and MAC. Inspects, monitors and/or evaluates information, work-related conditions and objects, such as technical equipment to determine compliance with prescribed operating, safety, or other industry standards, regulations,

safety guidelines, etc. Distinguishes colors in working with electrical wires. Enters data and information into a personal computer in order to track operations, personnel and budget. Prepares and/or updates schedules in order to post for staff and prepares graphs for presentations. Sorts, files and distributes incoming mail, products, and other related materials. Performs physical inventories of the facility. Moves material and rigging equipment weighing up to 50 pounds from one place to another using rolling racks.

**Mental:** Plans, organizes and/or directs the activities of technical, housekeeping, security and maintenance staff of the MAC. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and/or other work-related problems by working with all parties involved to create a mutually satisfactory conclusion. Coordinates work activities and program functions with other City departments, touring companies, road shows and rental companies. Develops policies and procedures, short- and long-term objectives, and safety, security, maintenance operations plans including budget preparation and recommendations for capital improvement projects. Comprehends and makes inferences from written manuals to maintain, operate, and train others about theatrical equipment. Understands and interprets blueprints, schematic drawings, and light plots to help companies loading into the theater spaces be successful. Estimates labor and/or material costs from blueprints or other work plans such as Artist Riders. Learns job-related material through on-the-job training, through material presented in a classroom setting, or by reading documents and manuals.

**Knowledge and Abilities:**

Knowledge of:

principles and practices of supervision;  
building operations and maintenance requirements for a large public facility;  
fire and safety regulations affecting the safety of the public;  
specific needs in the performing arts;  
methods, tools, materials, and equipment used in building operations and cleaning operations;  
modern stage operations conducted in large public assembly facilities designed for multi-purpose uses;  
procedures and techniques related to the design, maintenance, safety and operation of computerized stage lighting, electronic sound systems, and mechanical rigging;  
electrical, mechanical, HVAC and plumbing systems;  
principles and methods of setting up and tearing down events, and of the housekeeping/cleaning techniques of a large public facility;  
budget preparation; and  
purchasing methods.

Ability to:

interpret complex service orders into work plans for full- and part-time staff that ensure delivery of services to facility users;  
supervise staff and maintain effective relations between staff and facility users;  
analyze facility needs and prepare budgets for operating a large facility, including labor, materials and services;  
deal effectively and courteously with user groups, their representatives and the general public;

perform a broad range of supervisory responsibilities; and observe or monitor objects, data and patrons' behavior to determine compliance with prescribed operating and/or safety standards.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 4/18

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JOB FCTN-ADM

INCREMENTS 53-200

PAY GRADE: 53

IND-9410

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