



**OUR VISION:**

*To be the acknowledged leader in public assembly venue management in the region*

**OUR MISSION:**

*To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues*

**OUR VALUES:**

*Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community*

|                              |                                                                                                              |                         |                 |
|------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------|-----------------|
| <b>Job Title</b>             | Assistant Executive Director<br>– P'5                                                                        | <b>Bargaining Unit</b>  | Non-represented |
| <b>Functional Job Family</b> | Executive Leadership                                                                                         | <b>Classification #</b> | 8039            |
| <b>FLSA</b>                  | <input checked="" type="checkbox"/> Exempt –<br>Executive/Supervisory<br><input type="checkbox"/> Non-Exempt | <b>Salary Grade #</b>   | 327             |
| <b>Position Status</b>       | <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time                             | <b>Revision Date</b>    | May 2007        |

**Classification Description:**

Plan, direct, manage and oversee all aspects of the booking and sales department and ticket services for the Portland's Centers for the Arts (P'5). Assist in directing, managing and overseeing the operations and events departments of P'5. Assist in implementing and managing initiatives to accomplish goals identified in the MERC Strategic Plan. Manage and implement policies, procedures, programs and services that support business objectives. Serve as member of the executive leadership team. Act as executive director in his/her absence.

**Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

1. Assists in directing, managing and overseeing the activities of staff involved in providing operations and events services; assists in managing and implementing departmental work plans; assigns projects; collaborates and coordinates with managers to organize and prioritize activities; reviews and evaluates work methods and procedures.
2. Directs, manages and oversees the activities of staff involved in marketing, booking and selling event services; manages and implements departmental work plans; assigns projects and programmatic areas of responsibility; collaborates and coordinates with managers to organize and prioritize activities; reviews and evaluates work methods and procedures.
3. Oversees and monitors the activities of contracted food and beverage services.
4. Assists in the development, management and implementation of business and operational goals, objectives, policies and procedures.
5. Assists in establishing and ensuring appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods, policies, procedures



and internal reporting relationships; assists the executive director in recommending and implementing changes.

6. Participates in the development and administration of the facility budget; forecasts funds needed for staffing, equipment, materials and supplies; reviews and approves the allocation of resources and expenditures; collaborates and coordinates with the Executive Director regarding budget issues and modifications.
7. Assists in directing and overseeing the short- and long-term development and maintenance of the facilities of P'5; directs and oversees budgeted capital construction projects; assists in planning for and making financial and operational decisions to support long-term operational success of large, complex public assembly venues; ensures venue and infrastructure maintenance is consistent with all standards applicable to public assembly venues, such as, public safety, accessibility, and environmental sustainability.
8. Reviews and approves all event settlements.
9. Liaise with resident tenants, promoters, presenters and clients; identifies, negotiates and resolves issues related to services, processes and procedures.
10. Liaise with P'5 Advisory Committee; provides guidance and support to subcommittees.
11. Collaborates and coordinates the activities and services of assigned functional areas with clients, vendors, contractors and other MERC facilities and departments.
12. Collaborates and coordinates with MERC and MERC facilities on agency-wide initiatives.

#### **Secondary Functions:**

1. Directs and manages all facility marketing materials; develops strategies for new markets and clients.
2. Participates in a variety of community and professional organizations.
3. Other duties which may be necessary or desirable to support the agency's success.

#### **Supervisory Responsibilities:**

This position achieves success by providing leadership and direction for the agency and assigned facility. The position is responsible to ensure subordinate work groups have clear direction about the agency's goals, so diverse work groups are able to function effectively and in concert to achieve those goals together. The incumbent is responsible to carry out the full spectrum of leadership responsibilities in accordance with the agency's policies and applicable laws and to ensure subordinate managers and supervisors provide leadership to their respective workgroups. Responsibilities include hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **Education and/or Experience; Certificates, Licenses, and Registrations:**

- Bachelor's Degree with major course work in business administration, public administration, performing arts, hospitality, marketing or related field, and
- A minimum of six (6) years of facility management experience with a minimum of three (3) years in a senior management position, or



- An equivalent combination of education, experience and training that would provide the knowledge, skill and ability required for the successful performance of the essential job duties may be considered.

#### **Knowledge, Skills and Abilities:**

- Operational characteristics, services and activities of performing arts center or similar facility
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Applicable Federal, State and local laws, policies and regulations
- Excellent organizational, communication and leadership skills
- Strong analytical skills to evaluate plans, programs, policies and operations
- Public speaking and presenting information and ideas to individuals and in group settings
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Plan, organize, direct and coordinate the work of supervisory, professional and technical staff
- Develop, implement and administer goals, objectives and procedures
- Prepare and administer large and complex budgets and to allocate limited resources in a cost effective manner
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Establish and maintain effective, cooperative working relationships with all levels of staff, Commission members and outside stakeholders
- Work various hours, including evening, weekends, and holidays

#### **Physical Demands / Work Environment:**

- Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment
- Continuously required to read computer screen; hear and/or respond to verbal/audio cues; perform repetitive motions of hands and wrist
- Frequently required to sit for extended periods of time; stand and/or walk for extended periods of time

*“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”*



APPROVED:

\_\_\_\_\_  
MERC General Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
MERC Human Resources Manager

\_\_\_\_\_  
Date