



Classification Description

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

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|------------------------------|--|-------------------------|-----------------|
| Job Title | Executive Director – Portland'5 Centers for the Arts | Bargaining Unit | Non-represented |
| Functional Job Family | Executive Leadership | Classification # | 8110 |
| FLSA | <input checked="" type="checkbox"/> Exempt – Executive/Supervisory <input type="checkbox"/> Non-Exempt | Salary Grade # | 329 |
| Position Status | <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time | Revision Date | May 2007 |

Summary:

Plan, direct, manage and oversee the activities and operations of the Portland'5 Centers for the Arts (P5). Plan, develop, and implement initiatives to accomplish goals identified in the MERC Strategic Plan. Develop, plan and implement policies, procedures, programs and services to accomplish business objectives. Serve as member of the executive leadership team.

Reasonable Accommodations:

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.

Essential Functions:

- Plans, develops, directs, and manages business and operational goals, objectives, policies and procedures.
- Directs, manages and oversees the activities of all P5 departments; plans and directs departmental work plans; assigns projects and programmatic areas of responsibility; collaborates and coordinates with subordinate managers to organize and prioritize activities; reviews and evaluates work methods and procedures.
- Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods, policies, procedures and internal reporting relationships; identifies opportunities for improvement; directs and oversees the implementation of changes.
- Plans, directs and oversees the facility budget; establishes fees for facility rental, equipment rental and services; directs the forecast of funds needed for staffing, equipment, materials and supplies; monitors, reviews and authorizes the allocation of resources and expenditures; develops and maintains financial and statistical records.



- Directs and oversees the short and long-term development and maintenance of the facilities of P5; directs and oversees budgeted capital construction projects; plans for and makes financial and operational decisions to support long-term operational success of large, complex public assembly venues; ensures that venue and infrastructure maintenance is consistent with all standards applicable to public assembly venues, such as, public safety, accessibility, and environmental sustainability.
- Negotiates, reviews and executes license agreements and major business contracts.
- Represents facility to other MERC facilities, departments, elected officials, resident companies, outside agencies and the community; explains and represents programs, policies and activities; negotiates and resolves sensitive, significant and controversial issues.
- Participates in various meetings in the community, at professional forums and at industry related events; stays abreast of current trends and innovations within the performing arts facility management field.
- Plans, develops and initiates advocacy initiatives for P5; Collaborates and coordinates with the facility Advisory Committee on advocacy and public relation initiatives to communicate P5's expertise and role as a leader in the performing arts.
- As steward of City-owned theatre buildings, serves as MERC liaison to the City of Portland.
- Collaborates and coordinates with MERC and MERC facilities on agency-wide initiatives.
- Provides overall management of food and beverage contracted services for P5, capital outlay, marketing and interacts with P5 departments and staff.

Secondary Functions:

- Plans and develops capital fundraising initiatives; coordinates efforts with outside organizations, such as Friends of the Performing Arts Center.
- Oversees major capital renovation projects.
- Develops and initiates plans, special events or co-sponsored events to fill low/no event times.
- Interacts with the media on issues that affect P5.
- 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 that 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 that 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. This position provides essential support and specialized industry advice to the MERC Commission.

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

- Bachelor's Degree with major course work in business administration, public administration, performing arts, marketing, hospitality or related field,
- A minimum of eight (8) years of facility management experience with a minimum of five (5) 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.

Necessary Knowledge, Skills and Abilities:

- Knowledge of operational characteristics, services and activities of performing arts center or similar facility.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Knowledge of 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.
- Skill in public speaking and presenting information and ideas to individuals and in group settings.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to plan, organize, direct and coordinate the work of supervisory, professional and technical staff.
- Ability to develop, implement and administer goals, objectives and procedures.
- Ability to prepare and administer large and complex budgets and to allocate limited resources in a cost effective manner.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to establish and maintain effective, cooperative working relationships with all levels of staff, Commission members and outside stakeholders.
- Ability to 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