

- Coordinate quarterly meetings with Programming Advisory Committee and ensure committee members represent diverse artistic preferences and backgrounds

Financial – 15%

- Develop, monitor, and manage the annual budget of anticipated revenues expenses for performing arts activities
- Track all actual revenues and expenses for performing arts events on an ongoing basis and advise the Executive Director of any major financial issues that may impact the overall budget
- Advise the Financial Director in a timely manner of all funds needed for the prompt payment of all contracted individuals or groups
- Ensure the prompt and accurate payment of all performers

Promotion and Marketing – 10%

- Provide information and insight to the marketing department to ensure ticket sales and revenue goals are met.
- Review and approve performing artists’ promotional materials prior to distribution to the public.

Supervision and Staff Coordination – 10%

- Convene meetings and develop procedures and communication as necessary to ensure the accurate, timely, and comprehensive execution of stage events.
- Supervise the Box Office Manager and ensure accurate, timely, and efficient ticket sales operations.

Development – 8%

- Collaborate with Development Director to write grant proposals seeking support for performing arts programming.
- Assist in general fundraising efforts including the annual fundraiser.

Policies and Procedures – 2%

- Update, submit for approval, and enforce stage usage policies and Rental Fee Schedule.
- Participate in all meetings as required by the Executive Director.

Plus additional duties as required.

<u>POSITIONS SUPERVISED</u>	<u>NUMBER OF EMPLOYEES</u>
DIRECT	1
Box Office Manager	
INDIRECT	6
Box Office Agents	

SUPERVISION RECEIVED

The PAD reports to the Executive Director.

FINANCIAL RESPONSIBILITY

The PAD is responsible for an accurate prediction and execution of the expenses and revenues to be expected from stage performances. Less than expected monthly or quarterly revenues could have a serious impact on cash flow and financial health of the organization.

CONTACTS

The PAD has frequent contact internally with the Technical Director, Operations Director, Finance Director, Community Engagement Manager, Box Office Manager, and Marketing Manager. External contacts include local, regional, and national performing artists; regional and nationally touring artists’ agents, managers and publicists; leaders throughout the MN arts community; community and business partners; various vendors.

EXPERIENCE/QUALIFICATIONS

EDUCATION: Bachelor’s Degree in relevant field (e.g. arts management, program management, music, performing arts, performance, etc.). Master’s Degree preferred.

EXPERIENCE: Work within the field of performing arts required. At least five years’ experience in arts administration, program management and/or artistic leadership preferred.

SKILLS NEEDED

- Knowledge of performing arts genres and performers
- Ability to prioritize and manage multiple tasks and timelines
- Excellent written, verbal, and interpersonal communication skills
- Experience with financial reporting and budget processes
- Strong negotiation skills, particularly in talent procurement or similar negotiations
- Supervisory experience overseeing staff and operations

SPECIAL REQUIREMENTS

The position requires the ability to communicate clearly in person, by phone, and through video platforms, as well as the ability to see and hear performing arts activities without restriction. It also requires regular computer use, occasional evening and weekend hours, and the cognitive ability to manage multiple tasks, make informed decisions, maintain accurate communication, and analyze financial information.

WAGE & BENEFITS

This is a full-time exempt position (40 hours per week). Employee to work in the office, Monday-Friday, between the hours of 9am – 5pm, with the option to work remotely up to 8 hours each week (after one year in the position). Occasional nights and weekends required for some performances. Employee will be required to be on-site for some regular meetings. Benefits include paid vacation, starting at 10 days annually, 9 paid holidays, accruable personal time (PTO), free parking, option to join 401(k) retirement plan after one year of employment, and complimentary tickets/registration to select Paramount events. Annual salary range of \$55,000-\$62,000, commensurate with knowledge, experience, and work history.

MISSION & VISION

The mission of the Paramount Center for the Arts is to engage, educate, enrich, and entertain through inspiring arts experiences.

Vision: Paramount Center for the Arts will make a positive and lasting impact on the culture and economy of Central Minnesota with outstanding performances, enriching visual arts opportunities, inspiring exhibitions, and meaningful community partnerships.

APPROVALS

Executive Director

DATE

Human Resources/Finance Director

DATE

Original: 7/23

Replaces:

Revised: 3/26