

Artistic Manager

Reports to: Manager of the BCPA

Supervisory: No

FLSA Status: Exempt

Grade: L

Department: Parks, Recreation, and Cultural Arts

Summary: The Artistic Manager will represent the Bloomington Center for the Performing Arts (BCPA) and serve as liaison to outside agencies, producers, and artists regarding usage and/or rental of facilities and equipment; provide information and assistance to users of the BCPA; oversee and administer contracts. The Artistic Manager (AM) will oversee and facilitate the day-to-day artistic operations of the BCPA while assisting the Performing Arts Manager in maintaining the highest possible administrative and production standards for the City of Bloomington. The AM will create and maintain communication channels within the organization and will work closely with both the artistic staff and all other departments to manage flow of information, allotment of resources and calendar management for the season. The AM will also serve as a consistent public face of the Bloomington Center for the Performing Arts both locally and nationally.

Essential Functions: Other duties may be assigned. (This list may not include all of the tasks and/or knowledge which may be expected of the employee, nor does it cover all of the specific duties which may be required). Reasonable accommodations may be available to assist individuals with disabilities to perform the essential functions of the position.

Management of the performance season. Monitor program performance; recommend and implement modifications to systems and procedures.

Season calendar oversight of schedules in relation to season planning for artists, staff and facilities Coordinate with City personnel and outside vendors regarding upkeep and maintenance of all facility equipment and furnishings including computer and software programs and routine maintenance of copy machine, and other associated furnishings.

Collaborate regularly with the Performing Arts Manager in the execution of the Artistic Manager's vision across the organization. Provides input to Performing Arts Manager on potential funding sources for planned or contemplated programming, including projections of income from current and potential funding sources, and the research, writing and tracking of all grants and requests for sponsorships. Standardizing artistic-producing practice.

Thoughtfully coordinating the artistic staff's efforts to scout talent and artists nationally. Represents the BCPA in contacts with regional K-12 schools, colleges and civic groups, particularly on funding and programming issues. Develops, maintains, and administers annual giving programs of the BCPA. Promotes BCPA and its programs to educational and civic organizations via speaking engagements and other contacts.

Representing the BCPA, both internally (finding new ways for collaboration and communication based on the work of other departments) and externally (as a consistent, public face for sponsors, audiences and the community at large.) Provides input to Performing Arts Manager on potential funding sources for planned or contemplated programming, including projections of

income from current and potential funding sources, and the research, writing and tracking of all grants and requests for sponsorships.

Set tangible goals for revenue to be reflected in the work of the season's performances and help communicate those goals throughout the organization.

Work alongside other management team members as a strategic thought leader on short and long-term organizational issues.

Contracts – internally and externally; negotiation and procurement. Represent the BCPA and serve as liaison to outside agencies, producers, and artists regarding usage and/or rental of facilities and equipment; provide information and assistance to users of the BCPA; oversee and administer contracts for artistic rental usage.

Qualifications:

1) Education/Experience:

a. Required

Bachelor's degree (B.A./B.S.), in theatre arts, recreation or related field. Master's degree preferred.

2) General Skill Levels:

Knowledge of:

- Cultural Arts
- Theater-goer mentality
- Managing the artistic temperament
- Theater

Skills:

- In project management, public relations, negotiating, and motivating
- Adapting to changing situations and/or priorities
- Outstanding interpersonal and communication skills
- Scheduling
- Creating and maintaining a culture of transparency

Ability to:

- Understand the passion of the arts, the logistics of both large and small productions
- Think strategically, unite different interests and clarify goals for both the BCPA staff and the City of Bloomington as a whole.
- Be a resourceful, energetic, curious and positive professional with exceptional performance management and communication skills.
- understand and appreciate the history and legacy of Bloomington Center for the Performing Arts while being a thought leader in the necessary changes being made to re-invest in the City of Bloomington's vitality
- Listen, speak and write well.

3) Certificate or Licenses:

- a. Required
- None

4) Physical Requirements/Working Conditions: Work is performed in an office environment. Work requires travel to other office locations and other agency facilities in town or around the state for meetings as well as visits to work sites. Work includes attending meetings outside of normal work hours. There are no extraordinary physical demands on this position other than incidental outdoor work including exposure to outdoor weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Employment Opportunity

We value diversity and the many contributions that are made to our City by people from all walks of life. Therefore, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, national origin, disability or any other attribute or characteristic protected by law.

ADAA

It is the policy of the City to comply with all federal and state laws concerning employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the policy of the City not to discriminate against qualified individuals with disabilities in regard to application procedure, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Employees shall make requests to Human Resources for reasonable accommodations.