



CITY OF MOUNTAIN VIEW

Valued Employees Enhancing Our Community

We invite applications for the position of:
**PERFORMING ARTS SUPERVISOR
(OPERATIONS MANAGER)**

\$84,579 to \$105,724 Annually
Plus a comprehensive benefits package

Why Consider the City of Mountain View?

It's simple. You'll join a team of venue professionals dedicated to keeping the *Mountain View Center for the Performing Arts* at the top of the South Bay's performing arts venues. We're proud to host everything from pre-school dance recitals and drama summer camps, to Broadway-bound musicals. We provide a full range of production, ticketing, marketing and audience services so our client companies can concentrate on their shows. Our three hundred-plus volunteers give many thousands of hours every year to help bring amazing audiences to amazing shows.

About This Role

This is an opportunity for a flexible, experienced venue professional to be part of the Mountain View Center for the Performing Arts' Management Team and manage the Building Operations, Technical Services, and Patron Services programs. This position has client interaction at all levels: projecting event costs and feasibility months or years ahead and problem solving lobby emergencies at ten minutes to places. You'll fairly and consistently enforce operating policies, but you'll also play a major role in adjusting those policies to keep pace with our constantly-changing industry and advances in technology. You'll be the "city person" who can think like an "arts person" to meet our clients' needs without compromising the City's high standards for integrity, transparency and exceptional service. The detailed job description is available on the City's website [here](#).

What You Bring

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in technical theater, sound, lighting, set design or production management or a closely related field
- Four years of increasingly responsible management experience
- Requires a rigging seminar course in permanent and temporary rigging systems or equivalent within one year of appointment

Bonus Points

- Completion of venue management school is highly desirable
- Master of Arts or Master of Fine Arts degree in Venue Management, Theatre Production Management, Technical Theatre, or a closely-related discipline is highly desirable

Who You Are

- You love the hushed anticipation of the audience just before the downbeat, the buzz in the lobby at intermission, and the smiles on the performers' faces at curtain call
- You are **friendly and approachable** in a variety of settings such as a busy lighting call or a client's board room
- You are **passionate** about excellent customer service
- You are comfortable enforcing City policies as well as suggesting process improvements where necessary
- You have **attentive supervisory skills** including high emotional intelligence
- You can balance priorities and find the line between "The show must go on" and "We can't possibly do that"
- You are **knowledgeable** in Performing Arts facilities and industry standards
- You are **safety-oriented** and **organized** when working in both backstage and front of house functions
- You are willing to work a flexible schedule, including evenings, weekends and off-hour schedules as needed

What You'll Do

- Direct and supervise the Center's Technical Services and Operations programs; scenic, lighting, audio-visual, and special effects pre-approval; equipment maintenance and operations
- Direct and supervise the Center's Patron Services program; volunteer recruitment, training, and scheduling; planning and approval of clients' ancillary events

- Supervise regular and hourly staff including recruitment, training, scheduling and evaluation
- Direct and supervise the Center's facility maintenance through liaison with the City's Facilities Division
- Direct and supervise the Center's safety programs
- Negotiate and estimate event costs and staffing requirements with prospective clients
- Monitor and document event operations and costs
- Participate in budget creation and monitor expenses; specify equipment and building improvements
- Participate as appropriate in special event planning and execution, including city-sponsored performances, meetings, and festivals

What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution
- Employee appreciation days and activities
- Management Development Funds - \$1,000.00 annually
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program

Are You Ready? Apply.

Submit your application, supplemental questionnaire, and resume online at www.calopps.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. **Please provide a valid email address on your application.** Application materials will be screened on a continuous basis with a first application review date of **Friday, November 30, 2018**. This recruitment is subject to close at any time. The most appropriately qualified candidates will be invited to an oral board interview (weighted 100%), **tentatively scheduled for December 12, 2018**. Depending on the number of applicants this process may be altered. Qualified candidates are encouraged to apply early!

Fine Print.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

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Supplemental Questionnaire

Please answer the following questions and submit with your application. Please limit your responses to one page per question or less.

1. Describe your professional experience in performance, event management, stage management, or technical theatre, including your job titles, duties and staff supervision responsibilities.
2. List any event management, ticketing, client relations, or staff scheduling software you have used and your proficiency level in each (beginner, intermediate, advanced).