



City of Mountain View

Now accepting applications for: PERFORMING ARTS SUPERVISOR (TWO VACANCIES)

The annual salary range is
\$100,925 to - \$151,388 with a control point of
\$126,157

*Pay beyond the control point may be awarded
for exceptional experience and qualifications
upon hire and/or for meritorious performance
while serving.*

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

About the Mountain View Center for the Performing Arts (MVCPA):

The MVCPA is a division of the Community Services Department. The MVCPA boasts a 612-seat mainstage auditorium, flexible 200-seat black box theatre, and 300-seat outdoor amphitheater. It is an indispensable contributor to the quality of life in the community, and the cultural heart of a vibrant downtown offering a performance venue for regional and community arts organizations and three resident theatre companies.

What's the Role?

We're looking for two **highly motivated, highly skilled, innovative, enthusiastic, and collaborative** professionals to take on the role of Performing Arts Supervisor. You will join an entrepreneurial, organized, and highly motivated team dedicated to keeping the Mountain View Center for the Performing Arts as the venue of choice for the Silicon Valley. Built on a culture characterized by collaboration and open communication, these critical full-time roles ensure our clients productions and events are at the highest level. This is an opportunity for an experienced venue professional to be part of the Mountain View Center for the Performing Arts' management team in Production Services or Audience and Client Services.

The Performing Arts Supervisors positions receives direction from a higher-level managerial position and supervise Center staff. If you are looking to make a community-wide impact in a performing arts venue in the heart of downtown Mountain View, this position is for you! Review our detailed job description [here](#).

The Essentials

Production Services – one position.

- Three years progressively responsible experience in stage lighting, production audio, theatrical rigging, and/or theatrical production management with one year of lead or supervisory experience.
- Bachelor's degree from an accredited college or university in theatre arts with emphasis in production, design and/or technology OR equivalent to the completion of an AA or AS degree and four years of experience. Completion of a certificate program in counterweight fly systems, audio engineer or stage lighting may substitute for the required AA degree.

Audience and Client Services – one position

- Three years progressively responsible experience in the overall operations in the preparation for, and presentation of, convention and entertainment events including coordination of activities or managing a box office with one year of lead or supervisory experience.
- Bachelor's degree from an accredited college or university in business, communications or theatre or closely related field OR equivalent to the completion of an AA or AS degree and four years of experience OR completion of 12th grade supplemented by college coursework and five years of experience.

Bonus Points:

- Experience working collaboratively and be an effective problem solver for our client and patrons.
- Experience providing high-level, strategic leadership to a performing arts organization with experience selecting, training, correcting and evaluating employees.
- Experience managing multiple priorities with competing deadlines with great skill and good humor.

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<https://www.linkedin.com/company/city-of-mountain-view/>



City of Mountain View

CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

APPLY NOW!

Submit your application and resume online at calopps.org or to the Human Resources Department; 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, May 10, 2024**. This recruitment may close at any time.

What You'll Do

Production Services:

- Plan, organize and direct all production-related activities ensuring all operations are executed safely and efficiently.
- Monitor the condition of equipment, including lighting, sound, and rigging equipment; train and supervise Center staff.

Audience and Client Services:

- Manage event services or box office activities in order to meet the needs of the licensee and ensure efficient operations of the front of house
- Organize, direct, and implement marketing program areas including web page oversight, calendar of events publication, outdoor electronic marquee and lobby televisions, etc.

Are We a Match?

- You work well in a **fast-paced, team-oriented** environment.
- You are a **clear, strategic thinker** with strong leadership skills.
- You are **collaborative**, both with co-workers and with stakeholders.
- You are **reliable and flexible** in a fast-paced work environment.
- You are a professional with **top-notch communication skills**.
- You can **balance priorities** and find the line between "The Show Must Go On" and "We Can't Possibly Do That."
- You are willing to work a **flexible schedule**, including evenings, weekends and off-hour schedules as needed.

The Perks!

- **Comprehensive Benefits:**
 - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance)
 - CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members and 10.5% for new members to CalPERS with no Social Security deduction
 - Paid Parental Leave Program with up to 8 weeks paid leave
 - Management leave of 80 hours per fiscal year; paid out at end of fiscal year if not used
- **Support for Continuous Learning & Development:**
 - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's
 - Professional/Technology Development Funds \$1,000 annually
- **Wellness and Engagement Culture:**
 - Access to an onsite employee gym
 - Incentive pay for participating in the City's wellness program
 - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; a bicycle commute incentive
 - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities