



The **General Manager** manages the Miniaci Performing Arts Center, to support Nova Southeastern University in the operation of a successful performing arts center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Produce and administer RAMPAC annual operating budget.
- Maintain the event calendar, strive to accommodate scheduling requests and distribute event related information to other departments to ensure the successful production of events.
- Collect and summarize actual event related expenses in prepared settlements.
- Serve as liaison between NSU and PACA and a primary contact for tenants.
- Ensure prompt response to rental inquiries for purposes of discovery, sales, and date availability,
- Manage scheduling with potential tenants for tours of facility and event planning.
- Prepare, process, and monitor facility use contracts and related documents for accuracy.
- Provide all customers with quality technical and production knowledge and services.
- Work with PACA and NSU Staffs to establish and maintain theater operation policies...
- Maintain theater (equipment, lighting, seats, stage, and curtain) in optimal working order.
- Work with resources (PACA, NSU, users, etc.) to determine programming objectives.
- Manage day-to-day operations of a high volume box office department.
- Supervise staff, including recruitment, coaching, training, and career development.
- Supervise and manage events when necessary to ensure the proper and effective execution of the event requirements and the satisfaction of the user.
- Collect and summarize actual event related expenses in prepared settlements.
- Cultivate a positive image, by building a strong, positive relationship with the community.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a Performing Arts facility operation, maintenance, accessibility, and technology.
- Skilled in all aspects of a fast-paced, high volume theater production.
- Manage and implement numerous complicated events at one time.
- Create and manipulate spreadsheets and prepare event settlements.
- Provide technical estimates to users.
- Highly effective organizational, project management, and communication skills.
- Effective problem-solving, conflict resolution, negotiation and mediation skills.
- Able to develop and implement a budget.
- Multitask, set priorities, shift priorities, and adapt to changes in situations.
- Well-developed interpersonal and networking skills to interact with the public.
- Work a flexible schedule, including nights, weekends, and holidays as needed.
- Skilled in Windows based programs, including Word, Outlook, Excel, and PowerPoint.
- Communicate effectively, both verbal and written, in English.

REQUIRED EDUCATION AND EXPERIENCE

- Masters: Business/Theater Mgmt./Arts Admin./or any equivalent combination of training and exp.
- Relevant theater management experience.

If you are interested in this opportunity, please submit your resume to gminiacisearch@browardcenter.org.