

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** Arts and Civic Center Manager (Town of Monroe)

**TITLE #:** 1024

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general supervision of the Town Board, an incumbent of this position is responsible for the management and oversight of all aspects of the day to day operations of the Town of Monroe Arts and Civic Center. The incumbent provides administrative and technical support to enhance the theaters operations. Supervision is exercised over subordinate personnel assigned to the theater. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Oversees the daily operations of the Town of Monroe Arts and Civic Center;

Plans and promotes special activities and events at the Town of Monroe Arts and Civic Center;

Manages the theater lobby operations during cinema hours of operation; fosters an inviting atmosphere and resolving customer concerns in a respectful manner;

Recruits, interviews, trains and monitors the work of theater personnel;

Develops and maintains weekly work schedules ensuring full staffing at all times; fills in for staff on an emergency basis;

Oversees cash management of point of sale locations, ensuring accurate accounting of the cash drawers;

Prepares daily sales report and banking statements and reconciles weekly box office reports with ticket sales statements; resolves any issues concerning point of sale operations;

Orders concession stock as required to ensure adequate inventory and establishes inventory restocking procedures;

Prepares and reports monthly reports on income and expenditures, schedules and budget for the Town Boards meeting;

Coordinates with outside vendors on operational issues;

Monitors and reconciles theater finances and accounts including all transactions, budget, and payroll;

Works with the Town Board to address the theater's facilities needs and manages maintenance and capital improvements;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles of public relations, personnel, theater management and budgeting; good knowledge of point of sale ticket sale system; good knowledge of procedures used in collecting cash and keeping financial accounts and record; good knowledge of preparing and disseminating information; good knowledge of the principles of organization and management; ability to establish and maintain cooperative relationships with theater patrons, municipal officials, administrators, and municipal boards; ability to communicate effectively both orally and in writing; ability to present data and reports clearly and concisely in either oral or written form; ability to maintain complex records and reports; ability to supervisor the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; good interpersonal skills; initiative; resourcefulness; creativity; courtesy; accuracy; honesty; dependability; tact; good judgment; physical condition commensurate with the duties of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree, or higher and two (2) years of experience in which the primary function of the position was marketing and financial or business management in the arts, entertainment, recreation or closely related field; OR
- B) Completion of sixty (60) college credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and four (4) years of the experience as outlined in A) above.

**JURISDICTIONAL CLASSIFICATION:** Competitive

ADOPTED: 1.6.17 AT