



JOB DESCRIPTION

General Description

The purpose of this class within the organization is to oversee, preserve, and create programs for the historic Rylander Theatre—a live performance, multi-use theatre located in Downtown Americus.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Represent theatre on local, state, regional level; research and develop professional relationships with arts organizations throughout state/region; serve on various boards of directors; manage diverse and broad alliances.
- Maintain strategic partnerships with municipal government, educational institutions, private family foundations, and appropriate professional organizations.
- Supervise, direct, evaluate staff and volunteers; Organize, prioritize, and coordinate work schedules/activities; Assist with complex/problem situations.
- Select programs and series events to be presented based upon expertise and market analysis.
- Oversight of maintenance on historic building; ensures compliance with all applicable standards, laws, rules, etc.; ensures adherence to safety procedures; ensures safety of employees, volunteers, patrons and initiates any necessary action.
- Develop and implement budget for theatre and all events; monitor expenditures, box office reports; solicits contributions in support of capital development and operations; development of 501(c) 3 budget and grant writing.
- Serve as liaison between Rylander Theatre Authority, Friends of the Rylander Theatre, Americus Mayor and City Council.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires a bachelor's degree in Performing Arts Administration, Production, or closely related field; Requires six years of previous experience and/or training that includes advanced performing arts management, entertainment programming and production, booking/event promotion, stage production systems, stage design, theatre plant operations, stage equipment operations/maintenance, marketing, communications, media relations, management/supervision, budget administration, knowledge of historic preservation practices/standards; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.



City of Americus, GA



Title: Director, Rylander Theatre
Class Code: 2500

JOB DESCRIPTION

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.

