

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #38: ARTISTIC DIRECTOR

NUMBER OF VACANCIES: 1

DEPARTMENT: PR&CA

WORK LOCATION: Sandstone Productions

HIRING RANGE: \$22.61 per hour

PAY CLASS: Seasonal

DAYS WORKED: Varied

HOURS WORKED: Varied

TYPE OF POSITION: Seasonal, Part-Time

APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled

JOB DUTIES

*Resumes submitted without a City of Farmington application
will not be considered in our job selection process.*

ESSENTIAL DUTIES:

Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Assists with logistics of organizing equipment needs and personnel for Sandstone Productions.

Serves as Artistic Director for Sandstone Productions and for the Heather McGaughey's Theatre. Arranges housing needs for professional actors or entertainers as needed. Communicates with actors regarding auditions, schedules, and related information.

Establishes schedules and timelines for all actors and backstage personnel.

Responsible for the creative vision in producing a full length Musical Production, to be performed in Lions Wilderness Park Amphitheater.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance is an essential function of this position.

NON-ESSENTIAL DUTIES:

Researches current uses, programs, fees, and related information of facilities in other cities and states.

May serve on various community or employee committees as required and assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

Valid New Mexico driver's license with acceptable driving record for the past three years.

Graduation from an accredited college or university with a bachelors degree theatre, business administration, or a related field and three (3) years of related experience, or any equivalent combination of education and experience.

Ability to work varied hours including evenings and weekends. Evening hours will be the norm during the months of May, June, and early August.

Experience working with volunteers desirable.

Other responsibilities include developing an enhanced regional and national reputation for Sandstone Productions leading to increased attendance and revenues.

Ability to motivate staff and to proactively establish lines of communication internally and among all levels of organization constituents, from executive to front-line levels, and a similar variety of external constituencies as well.

Ability to build community and corporate relationships and promotional partnerships beneficial to all participants.

Ability to represent institutional interests to professional affiliate organizations in a professional and compelling manner.

Ability to train and motivate volunteer staff.

Working knowledge of personal computers and software; knowledge of inventory and financial software; specific knowledge of Microsoft Word, Excel, Access, and PowerPoint is desirable.

Ability to accurately record and maintain data.

Ability to effectively meet and deal with the public.

Ability to communicate effectively, verbally and in writing.

Ability to establish and maintain working relationships with co-workers, volunteers, supervisors, other City personnel, vendors and the public.

Ability to follow verbal and/or written instructions.

Ability to work under stress and handle stressful situations.

Ability to meet deadlines.

Ability to operate tools and equipment listed.

Ability to write grants.

TOOLS AND EQUIPMENT USED:

Personal computer including MS Word, Excel, inventory and financial software; motor vehicle, calculator, copy machine, telephone, fax machine, and cash register.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hand to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; talk and hear. The employee is frequently required to sit, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a variety of settings including office, store, public galleries, gymnasiums, swimming pools, theatres—both indoor and outdoor, outdoor trails and plazas, and classroom settings. The noise level in the work environment will vary accordingly.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.