

SPIRIT LAKE SCHOOLS



ACCEPTING APPLICATIONS FOR IMMEDIATE OPENING:

● **Executive Manager of the Sami Bedell Center for the Performing Arts**

Job Summary:

The Executive Manager of the Sami Bedell Center for the Performing Arts will be responsible for the successful planning, coordination, and execution of various events hosted at the Sami Center for the Performing Arts. This role is integral to ensuring the seamless operation and maintenance of the facility, promoting a positive experience for both internal and external stakeholders. This position requires a dynamic and organized individual with a passion for the arts, an ability to notice and address maintenance-related issues, excellent communication skills, and the ability to manage multiple tasks simultaneously.

Responsibilities:

1. Event Planning and Coordination

- Collaborate with school administrators, faculty, and external partners to plan and execute a diverse range of events, including concerts, theatrical productions, recitals, and other performing arts activities.
- Develop detailed event plans, timelines, and budgets to ensure successful and seamless execution.
- Coordinate logistics, including stage setup, sound and lighting requirements, ticketing, and audience accommodations.

2. Facility Maintenance

- Implement and oversee a preventive maintenance program for the Sami Bedell Center for the Performing Arts, ensuring the facility is in optimal condition for events.
- Coordinate repairs and maintenance tasks with relevant contractors and vendors.
- Ability to identify and address issues to ensure the facilities are operating at their best, with a heightened attention to detail, capable of spotting signs of wear and tear.

3. Event Management

- Oversee on-site event operations, including coordination of volunteers, staff, and vendors.
- Address any issues or emergencies that may arise during events to ensure a positive experience for attendees.
- Control the SAMI house and/or all areas needed within the SAMI Center for any performance or booking.

4. Audience Engagement

- Enhance the overall audience experience by implementing creative and engaging elements before, during, and after events.
- Solicit and incorporate feedback from attendees to continuously improve future events.

5. Other Duties As Assigned

Qualifications

- Knowledge of technical requirements for performing arts events, including sound, lighting, and staging.
- Ability to work flexible hours, including evenings and weekends, as required by event schedules.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.

Pay

- \$22 per hour or negotiable based on experience and qualifications.

To apply:

Go to Spirit Lake School Website (www.spirit-lake.k12.ia.us), Human Resources Tab, Support Staff Application. Download and complete the application. Email to Ashley Weber: aweber@spirit-lake.k12.ia.us.

EEO/AA

The Spirit Lake School District and the Board will not discriminate on the basis of race, sex, color, national origin, gender, disability, age, marital status (for employment), religion, creed, sexual orientation, gender identity, or socioeconomic status in its educational programs and its employment practices, in accordance with all state and federal laws, rules and regulations.

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