

## ASSISTANT AUDITORIUM MANAGER

### NATURE OF WORK

This is responsible supervisory and public relations work in assisting the Auditorium Manager in the administration of the activities of the Municipal Auditorium.

Work involves the use of initiative and judgment in promoting interest in the use of the auditorium, and sound business acumen in handling the details incident to the leasing of the auditorium. The work is reviewed through daily observation, conferences, and inspections. The employee in this class works under the supervision of the Auditorium Manager, who establishes policies for the operation of the auditorium, and performs the duties of the Manager in his absence. Supervision is exercised over maintenance and custodial personnel.

### EXAMPLES OF WORK PERFORMED

Arranges for rental of the auditorium by industrial shows, conventions, civic organizations, and other groups.

Investigates the nature of proposed attractions and at the direction of the Auditorium Manager and in accordance with predetermined policies, quotes rental prices.

Supervises the work of maintenance employees in the care of the building and inspects the construction and dismantling of exhibits to prevent damage to property.

Maintains records which reflect the activities and income of the auditorium, and maintains departmental files.

Acts as contact man between the public and the promoters and exhibitors. Performs related work as required.

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern office practices, procedures, appliances, and of bookkeeping procedures.

Considerable knowledge of the methods and techniques of maintaining and managing auditoriums, theaters, or similar buildings.

Considerable knowledge of the methods of setting stages, arranging exhibits and of seating large audiences and controlling their movements.

Ability to establish and maintain effective working relationships with prospective lessees, other employees, and with the general public.

Ability to promote successfully the use of a large auditorium.

Ability to establish and maintain an office record and filing system and to make periodic reports of departmental activities.

Ability to work from plans, drawings, and rough sketches in laying out floor plans and arrangement of exhibits.

Ability to supervise the maintenance and repair of a large building.

### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university; considerable administrative experience, preferably in public relations or a related field; or any equivalent combination of training and experience.