



San Gabriel

THE CITY OF **SAN GABRIEL**  
IS CURRENTLY RECRUITING FOR

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## **Mission Playhouse Manager**

**\$7,313 - \$8,889 monthly**

### **The Opportunity & Ideal Candidate:**

Welcome to A World of Arts and Culture! The San Gabriel Mission Playhouse promotes the development of an artistic program that celebrates the vibrancy of our diverse community by encouraging access to artists, producers and audiences. Located in the heart of a historic neighborhood, we embrace our role as a focal point for the arts, for the people of the City of San Gabriel and far beyond. We are proud to host a remarkable and eclectic array of productions and events ranging from Western Symphonies to Chinese Opera, from Classical Ballet to Ballet Folkloric, from Jazz to Hip-hop, from some of the best Mariachi bands to colorful Broadway shows.

The San Gabriel Mission Playhouse can be a fast-paced and demanding place to work, so the ideal candidate will be able to multi-task and thrive under pressure. Candidates must be capable of effectively balancing all aspects of the position, serving the needs of City staff and Playhouse staff, while taking into consideration the strategic goals of the Playhouse. The ideal candidate should be able to work as a collaborative team member and oversee the work environment and organizational support structure so that artists, administrators, and production staff can work together and produce events of the highest professional quality.

### **Position Summary**

The Playhouse Manager will support the Director in all aspects of the department's operation and mission. The role encompasses high-level strategic planning, oversight of operations and artistic programming. Duties will include Playhouse master calendar management, artist contract administration, arts and education program development and brand management, as well as direct supervision of Box Office Manager, Marketing staff, Front of House staff, and Playhouse concessions. The Playhouse Manager will be required to manage projects that have significant impact on the future direction of the Playhouse and have high-level input on the annual departmental budget process. Under supervision of the Playhouse Director, the Playhouse Manager will be responsible for maintaining and growing Engage!, the Community Engagement program. Other duties include rental client liaison and rental client development, providing support to program grant proposals, employee relations and liaising with the City's Human Resources department, and deputizing as needed for the Director at public events and meetings including Council Meetings, and Executive Team meetings. Work schedule for this position will require evenings and weekends.

### **Minimum Qualifications:**

At least 4 years experience in a management position in a performing arts setting with demonstrable leadership skills that include successful planning and execution of complex projects on time and on budget. Excellent written and verbal communication skills as well as excellent time management skills are required. Must be a skilled, strategic, and innovative candidate who will develop Playhouse programs and be responsible for finding producers to collaborate with as well as building relationships with promoters. The ability to see the big picture while maintaining attention to detail should be coupled with the flexibility to embrace change and lead with positivity and vision.

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## Benefits:

The City of San Gabriel offers a benefits package, which includes:

- Participation in the CalPERS Retirement System: 2% @ 60 for “classic” CalPERS members (which goes up to a maximum of 2.418% @ 63) and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City contribution towards medical which includes a choice of multiple PPO and HMO medical plans (the City contracts with CalPERS for health insurance), two dental plans, and vision plan.
- **Other Benefits:**
  - \$100 per month for Bilingual Pay for second language proficiency in Cantonese, Mandarin, Vietnamese, or Spanish.
  - Choice of enrollment in multiple Deferred Compensation (457) Programs
  - Optional enrollment in Supplemental Insurance Programs
  - City-paid long term disability and life insurance (1x annual salary)
  - City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members
  - Payment of retiree (and family) health insurance per established vesting schedule
- **Leaves:**
  - 40 hours of administrative leave per year
  - 12 days of sick leave per calendar year
  - 10 days of vacation per year
  - 11 holidays per year, plus 1 floating holiday
- **Cash Outs:**
  - Sick Leave Buy Back Program allows cash out of 50% of unused sick leave accrued in the 12-month period between November and October.
  - Holiday Buy Back Program allows a maximum of 8 hours of unused holiday to be paid back to the employee during the second pay period of the calendar year.

## Application Procedure:

To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). All application materials must be submitted online under the title, “Mission Playhouse Manager,” by **5:00 p.m. on Tuesday, October 24, 2017**. *Faxed or emailed applications and/or résumés are not accepted.*

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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### HUMAN RESOURCES DEPARTMENT

San Gabriel City Hall  
425 South Mission Drive  
San Gabriel, CA 91776

(626) 308-2802  
hr@sgch.org  
www.sangabrielcity.com