



Job Title: Vice President
Department: Programming
Reports To: Chief Executive Officer & President
FLSA Status: Exempt, salary

MISSION:

The mission of The Tobin Center for the Performing Arts, a non-profit arts organization, is to serve as San Antonio's cultural arts center, driving meaningful change in the community through the arts by providing world class entertainment in state-of-the-art facilities, supporting the work of local performing arts organizations, and ensuring inclusive and accessible arts education and outreach programs to San Antonio's diverse population.

To fulfill its mission, The Tobin Center established Tobin Entertainment LLC to generate additional financial support for Tobin Center programs and ensure quality arts entertainment is available to the public in performing arts centers and other venues throughout the United States.

DESCRIPTION:

Situated along the banks of the San Antonio River in the heart of the city, The Tobin Center for the Performing Arts transformed arts in San Antonio. Its stunning architecture, creative interior design and lighting, exceptional acoustics, and blockbuster talent from around the world attracts widely diverse audiences from San Antonio and the region.

The remarkable flexibility of the 1,750 seat H-E-B Performance Hall, with its distinctive "flat-floor" capability, opens the door for performances and events of almost any sort. The acoustics can be "tuned" to fit the performance and the physical set-up of the performance hall; and the sound insulation throughout The Tobin Center enables simultaneous use of the Performance Hall, the Studio Theater, and the River Walk Plaza.

Audiences can see and hear performers and performances of every kind at The Tobin Center for the Performing Arts.

The Tobin Center includes three venues:

- The H-E-B Performance Hall is a 1,750-seat performance space with excellent sound capabilities, adjustable for both acoustic and amplified musical presentations. The main floor converts from traditional theater seating to a flat-floor concept capable of seating more than 600 for banquet or cabaret style events or up to 1,050 for a general admission standing-room event.
- The Carlos Alvarez Studio Theater is a 300-seat studio theater with numerous flexible-seating options and arrangements.

- The Will Naylor Smith River Walk Plaza is an exterior venue along San Antonio's River Walk that is ideal for films, concerts, and events. The plaza can accommodate seating for 600 people and includes a state-of-the-art 32-foot video wall.

TOBIN ENTERTAINMENT LLC:

Tobin Entertainment LLC., the off-site tour and promotion division of The Tobin Center for the Performing Arts, was created to generate additional financial support to drive meaningful change in San Antonio through Resident Companies, Generation Next, and diverse community outreach.

Tobin Entertainment partners with performing arts centers and other venues all over the United States to bring quality entertainment to the public. Tobin Entertainment LLC., currently operates in 70 cities in 29 states nationally.

Summary: Along with key executives, this position is pivotal in The Tobin Center's continued development into a multi-faceted, community- engaged, national entertainment enterprise. The ideal candidate is a high energy, passionate, seasoned, "roll-up-your-sleeves" event management and talent-buying professional, preferably with national experience and knowledge of current market trends, and possessing entrepreneurial ambition. With senior management, this position oversees planning, development, and implementation of events at The Tobin's multiple indoor and outdoor event spaces and configurations. This role also manages Tobin Entertainment, the company's offsite booking and promotion division, as well as its events and relationships across the country. The Vice President of Programming is responsible for the overall successful management of the programming department and its staff, and the event booking, budgeting, and fulfillment process. The Vice President of Programming is a unique position because of the dual responsibility in booking for The Tobin Center and Tobin Entertainment.

Essential Duties and Responsibilities

- Develop and guide the programming department to achievement of annual financial goals by aggressively cultivating both new and existing relationships with promoters, local arts groups, agents, managers, artists and other rental clients.
- Responsible for making offers to agents and managers as well as communicating all aspects of ticketing and marketing to those departments for proper show announcements and on sales.
- Responsible for department budget and all financial aspects of event management, including establishment of rate cards, contracting, and establishment of revenue, margin, and cash flow projections.
- Department administration including but not limited to annual budgeting, monitoring of accounts payable/receivable, personnel management, etc.
- Serve as a primary liaison to and/or collaborator with multiple departments and venues.
- Create new opportunities for Tobin Entertainment by building partnerships with other promoters and buildings as well as by expanding into new markets.
- Work with agents, buildings, and promoters to create tours and presenting partnerships across the country for Tobin Entertainment.
- Oversee the partnerships and booking activity with Real Life Amphitheater and The Tech Port Arena.
- Serve as one of The Tobin's representatives to the industry by attending appropriate conferences and meetings.
- Maintain excellent working relationships both internally (other departments and venues, board, donors, etc.) and externally (industry leaders).
- Guide and develop strategies at The Tobin Center as part of the senior management team.
- Perform other duties as assigned.

Supervisory Responsibilities

- Supervise responsible staff, mentoring them to their full potential.
- Oversee management and collaboration of the programming calendar, coordinating events and activities with those of other departments and venues.
- Oversee relationship cultivation with local arts partners, promoters, and rental clients.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Exhibit advanced knowledge of both non-profit and for-profit organizational structures and methodologies. College or technical school degree; 10 years related experience and/or training; or equivalent combination of education and experience. Professional work history in the Performing Arts sector strongly encouraged.
- **Language Skills:** Ability to read, comprehend, and write detailed instructions and correspondence. Ability to effectively present information to customers, clients, and Tobin Center employees.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Capacity for strategic thinking and decision-making, and ability to process multiple projects and people simultaneously.
- **Computer Skills:** Advanced knowledge of Internet, Excel, Word, and Outlook. Audience View and Venue Ops / Promoter Ops experience is beneficial.
- **Other Skills and Abilities:** Highly motivated to succeed, goal oriented, a collaborative team player inspiring confidence. Excellent written, verbal, and interpersonal communication skills are a must. Adept at building and retaining a strong staff. Ability to prioritize multiple responsibilities and work under deadlines. Organization skills a must. Prior experience in event management, talent buying, and performing arts is preferred.

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 this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements and demands commonly associated with the performance and functions of this position include:

- Standing
- Walking
- Sitting
- Reaching
- Stooping
- Hand and finger dexterity
- Clear speech
- Hearing / listening
- Clarity of vision with the ability to bring objects into sharp focus; color perception
- Basic math and analytical skills
- Judgment, problem solving, and decision-making

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. The noise level in the work environment is usually moderate.

Performance Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Leadership** - Consistently accomplishes the expected objectives and takes on extra tasks or projects as necessary. Maintains a positive, achievement-oriented attitude and influences others to do the same. Takes initiative with and is proactive in approach to accomplishing tasks. Ability to make decisions and take actions consistent with organizational goals.
2. **Fiscal Responsibility** - Utilizes finances, budgets, facilities, equipment, supplies, and materials efficiently and effectively to support the needs of the department and organization. Follows budget procedures and meets deadlines.
3. **Initiative** - Level of interest in role development, degree of motivation, and willingness to improve performance and increase job knowledge.
4. **Judgment** - Uses discretion in making decisions within the scope of the job. Refers decisions beyond this scope to supervisor. Discretion in handling confidential material.
5. **Presentation & Communication Skills** - Communication skills include the ability to express ideas effectively whether face-to-face or in writing, and in both individual and group situations. Presentations are conveyed in a clear and concise manner to the audience. Adjusting tone and terminology to the needs of the audience. Openly exchanges information in a timely manner. Knows who to keep informed. Uses confidential information with discretion.
6. **Planning and Organization** - Ability to schedule workload, set priorities, and manage time in order to complete assignments and fulfill responsibilities.
7. **Management of Resources** - Ability to use time, money, technology, and people as efficiently and effectively as possible. Makes suggestions to improve the resources that pertain to individual's job responsibilities.
8. **Customer Focus** - Interaction with internal and external customers. Requires putting yourself in the customer's place, anticipating and meeting needs quickly and accurately. It also means following up and monitoring situation to be sure the customer is satisfied.
9. **Teamwork** - Ability to interact and develop relationships with co-workers, give and receive constructive input, contribute ideas and viewpoints, adapt to changing circumstances and expectations and commitment to understand and remedy interpersonal conflicts.
10. **Technical Knowledge** - Individual's ability to demonstrate the specific skills necessary to the position using procedures, tools, and equipment necessary to accomplish work.
11. **Work Habits** - Demonstrates commitment, dedication, cooperation, positive behavior, adaptability, and flexibility with changes in jobs and duties. Being able to anticipate change and bring about changes when they are needed with proper professionalism.
12. **Creativity** - Uses unique approaches and inventiveness. Seeks new alternatives and ideas. Takes appropriate action, and is efficient, resourceful, and creative in attaining position objectives. Ability to be self-directed.
13. **Supervision & Development of Employees** - Orients and trains employees and sets standards for work performance. Recognizes performance strengths and limitations of subordinates. Effectively directs performance management as a means of developing employees. Delegates authority as necessary and inspires staff to work toward common goals. Motivates employees and achieves objectives. Sets expectations and monitors performance of direct reports.
14. **Business & Organization Knowledge** - Having knowledge of The Tobin's business involves understanding our industry and how the individual's position and knowledge plays an important role in the success of the organization. It also includes the ability to acquire new

knowledge of our industry and using this information to get things done.

15. **Selection of People** - Requires an understanding of how the positions fit into the "big picture", identifying the key requirements and matching people's skills and experience. Applies to the recruitment of staff, distribution of duties or projects to current staff, and placement of staff on work groups.

COMMUNICATION

An Application for Employment must be filled out in order to be considered for employment. The Tobin Center Application may be found at www.tobincenter.org under the Employment tab.

Please Mail Application, Resume, and Cover Letter to The Tobin Center Administrative Offices at:

115 Auditorium Circle
San Antonio, TX 78205
Attn: LuAnn Stidham

Or email to:

LuAnn.Stidham@tobincenter.org

Must apply by August 1, 2022.