

**SOUTHFIELD DOWNTOWN DEVELOPMENT AUTHORITY  
JOB OPPORTUNITY ANNOUNCEMENT**

*The Southfield DDA Board of Directors is currently seeking qualified candidates for the following contractual position:*

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**JOB CLASSIFICATION:** Millennium Centre Director

**SALARY RANGE:** \$41,000 - \$45,000 per year D.O.E.; 40 hours per week  
This is a contractual position which includes a comprehensive benefit package.

**JOB DUTIES:**

- Assist the CDA Executive Director in developing and implementing strategic planning processes.
- Monitor emerging trends for best practices & strategic opportunities, and assist the DDA Executive Director in determining which opportunities are in the best interest of the organization.
- In coordination with the Facilities Manager, assume general oversight over purchasing building supplies, concessions, and contracted services; oversee the requisition and maintenance of all Center office supplies, equipment, and office machines.
- Act as the main day-to-day point of contact for a wide variety of vendors, artist management personnel, and sponsors/partners.
- Supervise and evaluate administrative and contracted staff members; including recommendation disciplinary action and/or termination; conduct regular facility staff meetings to ensure successful building operations and event execution.
- Strategic planning and execution of all marketing, promotional, public relations and communications programs.
- Maintains media relations, directing advertising campaigns and web site content, arranging interviews, writing press releases, and managing all aspects of publicizing and promoting the performing arts events.
- General oversight of ticket sales and processing, event management, facility rentals, rental contract administration, patron services, database management, and the development event and facility of pricing models
- Assures high quality, high-impact, and cost-effective programming, while working with artist agents, talent on legal issues, contracts, booking and marketing matters for artists, including booking, processing of performance contracts, and handling other details related to performance engagements.
- Recommends program themes, tie-ins to civic events, and potential collaborations with other arts, cultural and community organizations, while actively seeking fee-generating performance opportunities

**JOB REQUIREMENTS**

- The Director should be creative and business savvy, strong marketing and proven success programming for a large- or mid-sized presenting venue.
- Bachelor's Degree with a major in Theatre Management and/or Marketing would be necessary. A Masters Degree would be a plus.
- Must have 3-5 years of experience in event management, theatre facility management, or marketing related to event or theater management.
- Proficient in Microsoft data base management, word processing, and spreadsheet software and the ability to learn dedicated financial program.
- Positive team leader and a strong manager capable of taking this successful operation to a new level of achievement.
- Good oral and written communication skills and excellent public service attitude a must.
- Demonstrated organization and multiprocessing skills required to handle multiple tasks and projects simultaneously.

The selection process will include a review of the applicant's experience for posted requirements, driving record and criminal history check, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step.

**APPLY AT:** City of Southfield, Human Resources Department  
26000 Evergreen, Southfield, MI 48076

**City of Southfield Application Packets must be received in the Human Resources Department no later than 5:00 P.M.**

**Friday, December 11, 2009**

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE**

vr Dated: November 20, 2009



**Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or (248) 354-4831 (TDD) if auxiliary aids or services are needed. Reasonable advance notice is required.**