



MICHIGAN CITY INDIANA

Personnel Department- Andrea Smith, Director- Phone: 219.873.1427- Fax: 219.873.1552- email: asmith@emichigancity.com

NOTICE OF VACANCY

DEPARTMENT: BARKER CIVIC CENTER
POSITION: DIRECTOR
SALARY: \$48,212.50 ANNUALLY

APRIL 13, 2018

Plans and directs activities, daily operations and maintenance of Barker Civic Center.

Confers with the Mayor and Board of Directors to formulate policies and plan overall Center operations; plans, organizes and implements programs and fundraising events that will appeal to various interests and resulting in maximum utilization of facilities; develops strategies and initiatives to fulfill mission, increase attendance, and ensure financial stability and growth; promotes public relations with facility renters, promoters and patrons; and directs all bookings and scheduling of events held at Barker Civic Center.

Manages social media and marketing plans for the Center including press releases, Facebook, Twitter, blog site, etc.; research, write and prepare grant applications; establishes and maintains contact with community organizations to exchange information concerning operations; plan, coordinate, and unite community service and education programs; represents Barker Civic Center at professional, civic and social events including conferences and conventions to strengthen relationships with cultural and civic leaders; and present lectures and participate in seminars to expand interest and support.

Supervises and assists in the hiring, training and evaluation of staff; ensures that buildings, grounds, formal gardens and parking areas are properly maintained; oversees organization and cleanliness of archives and artifacts in the Center, tending to care when and as needed; coordinates volunteer program and oversees the design and decorations for special exhibits and events.

Prepares and approves payroll and attendance records for submission to the Controller's Office; maintains accurate accounts receivable records, banking deposits, and financial information for submission to the Controller's Office; determines and prepares budgeting requirements for the year; prepares accounts payable claims and submits to Controller's Office for processing and payment; prepares monthly and/or annual reports illustrating events held and attendance, revenues and expenses, and performs other duties assigned by the Mayor and/or the Board.

Bachelor's Degree or related experience and/or training or equivalent combination of education and experience. Full benefit package offered, criminal history check and pre-employment drug test conducted. Applications will be accepted through May 4, 2018 from 8:00 am – 4:30 pm at the Personnel Office, 100 E. Michigan Blvd., Michigan City, IN 46360 or emailed to asmith@emichigancity.com. EOE

RON MEER- MAYOR