



**Job Specification**

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<b>Job Title: Manager, Rialto Events and Center Activities</b>	<b>Effective Date: April 1, 2007</b>
<b>BCAT Code:455X AX</b>	<b>Revision Date: February 1, 2007</b>
<b>Pay Grade: G17</b>	<b>FLSA Status: Exempt</b>

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**General Description**

Oversees all activities and events that take place in the Rialto Center. This includes but is not limited to scheduling and tracking letters of intent, contracts, receiving deposits and payments, organizing, and arranging request for Front-of-House/Production needs, disseminating information to the appropriate Rialto managers and scheduling & supervising the on-site Events Manager rotation team, on which the Events Manager serves, for all rental activities/events.

**Examples of Duties**

- Manages contractual & logistical needs for Rialto Center's rental activities/events including the residency theater series with Theatrical Outfit.
- Supervises and schedule the on-site Event Managers for rental activities/events including the residency theater series with Theatrical Outfit.
- Develops and implements marketing plan for renting out the facility.
- Establishes relationships with professional event associations, organizations, and corporations to highlight the Rialto Center & Georgia State University in the professional arena of arts venues.
- Schedules rental activities and events.
- Assures that the Rialto internal calendar is kept current.
- Manages expenses and revenue budget.
- Determines the type of information that is placed on the Rialto Center web page.
- Supervises activities associated with Rialto Signature series and outreach productions.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of contract writing.
- Proficiency with word, spreadsheets, and database programs.
- Ability to communicate effectively verbally and in writing.
- Ability to work long hours, evenings and weekends.

**Minimum GSU Hiring Standards**

Bachelor's degree in business or a related field and two years of supervisory/management experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*