



STATE PRESERVATION BOARD
An Equal Employment Opportunity Employer

**Director of Film and Theater
Manager IV (1603), Full-Time
Monday - Friday, 8:00am - 5:00pm,
*Must be able to work weekends and evenings as needed.**

JOB POSTING #: 214-043

Hiring Range & Group: (B-25), \$6,000 - \$6,500/mo

Posting Date: July 30, 2014

Closing Date: Until Filled

Organizational Overview:

The Bullock Texas State History Museum is the state's official history museum and a dynamic institution that engages visitors in the exciting Story of Texas through a variety of exhibits, films, and programs. The Bullock Museum features three floors of exhibits, two theaters including an IMAX®, an indoor/outdoor Cafe, Museum Store, education classrooms, and multi-functional spaces. The museum has a staff of 80 and welcomes nearly 400,000 visitors annually. Located in Austin's Capitol Complex, the Bullock Museum is a part of the State Preservation Board, a prestigious state agency that preserves, restores and maintains the State Capitol, the Texas Governor's Mansion, and other Texas landmarks for the benefit of all Texans. For more information, visit www.thestoryoftexas.com.

The Bullock Museum's operates two state-of-the-art theaters, a 3D IMAX® film theater with the biggest screen in Texas and the Texas Spirit Theatre with unique 4D special effects updated in 2013 with new screens, sound and projection technologies. The IMAX® Theatre features 2D and 3D giant screen educational documentaries and hosts feature films. A two-phased digital conversion is currently scheduled to begin Fall 2014. Both museum theaters are multi-functional spaces that also host innovative programming including live theater, concerts, film festivals, lectures and scholarly symposia.

The Bullock Museum is entering an exciting new chapter in its history with a revised approach to exhibits, film, and education programming, increased marketing, the launch of a new website initiative, and renovation of several existing exhibit galleries, scheduled for 2015.

Position Summary:

The Director of Film and Theater is a senior management position responsible for building a robust film program and oversight of theater operations. Strategically curated programming will be developed for the IMAX® and Texas Spirit Theatres with the opportunity to utilize other Museum spaces such as the exterior Lone Star Plaza and interior areas. The approach to programming must optimize revenue and offer the highest quality experience for the museum's audiences. This position will create an overall theater program that increases all museum audiences, including adults, families, educators and students. This position reports to the museum's Deputy Director and supervises the Manager of Theater Operations and a staff of technicians.

The Director of Film and Theater must work well under limited supervision with extensive latitude for the use of initiative, at the same time demonstrating sound independent judgment in all business situations. He/or she is expected to utilize excellent verbal and written communications skills, maintaining a professional, respectful, and service-oriented focus when interacting with employees, volunteers, visitors, and the public.

***Must be able to work with museum's 360 day-per-year schedule and may include weekends, evenings and/or holidays, including on short notice.**

ESSENTIAL JOB DUTIES: For purposes of this agency's job descriptions, "essential job duties" are defined as assigned tasks that are critical or fundamental to the position and not marginal. If an individual is qualified to perform the essential

job duties, he or she must be able to perform the essential job duties with or without reasonable accommodation.

- Develops, implements, and evaluates a diverse, engaging, and forward thinking film program that positions the Bullock Museum as a destination for film.
- Creates and realizes a vision and long-range plan for the film program that optimizes theatre spaces, increases revenue, and increases the museum's diverse audiences.
- Bolsters the museum's film program by building local, statewide, and national partnerships and initiating and supporting Austin and Texas's film community.
- Oversees select performing arts programming that take place in theaters, other interior spaces, and the museum's exterior space, the Lone Star Plaza.
- Supervises the Manager of Theater Operations and a staff of technicians who support daily operations, and maintenance of the theater spaces and related equipment.
- Performs advanced human resources management functions, including performance management, employee retention and other complex duties as required in managing staff.
- Analyzes and monitors visitor flow and demographics through daily, monthly and annual reports, making improvements in scheduling, pricing, and packaging of programs to increase attendance and revenue.
- Prepares regular revenue and attendance estimates and reports.
- Manages all theatre and film schedules working toward successful outcomes as measured by revenue and attendance, visitor flow and ticketing, marketing, and other indicators.
- As a senior staff member, collaborates with other museum departments, including Visitor Services, Exhibits, Marketing, and all other personnel to achieve department's goals and smooth operations.
- Works collaboratively with Education Department staff to create a strategic programming and event calendar that balances offerings for adults, families, educators and students
- With the museum's Marketing and Communications staff strategizes effective marketing and promotions efforts to raise awareness of programs and increase revenue and attendance.
- Works with the Museum Director and accounting staff to develop, evaluate and monitor a divisional budget.
- Actively contributes and participates in all museum management and working groups as a strategic partner. Identifies areas of needed change and makes recommendations to improve operations.
- Demonstrates sustained knowledge of the Museum's mission, programs, exhibits and audiences; and accurately responds to routine inquiries and customer requests.
- Regular attendance is an essential job duty for all SPB positions.
- Demonstrates knowledge and compliance with all applicable safety rules, regulations, and standards.
- Performs all duties in a manner that promotes public confidence in the SPB and its staff.
- Performs all other duties as assigned, including representing the museum to the general public and/or in industry-wide professional circles.

Minimum Qualifications:

The successful candidate must have an undergraduate degree in theater, the arts, or discipline related to success in position. Must have two years supervisory experience and three (3) years of proven progressively responsible experience building and leading a robust film program in theaters, museums, or similarly fast-paced cultural venue or worked in programming for themed attractions; including building, maintaining, and growing a revenue-driven program. Effective at strategizing in a team process as well as independently to create exciting and appealing programming designed to increase revenue. Experience analyzing visitor demographics, point of sale and cohesive marketing and packaging of programs working closely with other Museum departments. Previous positions held must demonstrate successful and innovative planning, organizing, and implementation of theater and/or film programs through increased sales and/or attendance. The ideal candidate will have a hands-on understanding of the technical aspects of running a theater equipped with a variety of projectors, sound systems, rigging and lighting. Must think creatively and display effective interpersonal, verbal and written communication skills. Proven experience working with external and internal partners to develop and implement programs with significant attendance for target demographic. Must demonstrate good verbal and written presentation skills, have experience generating and maintaining accurate budgets and revenue analysis reports, and have personal computer proficiency with Microsoft Office. This position requires scheduling flexibility to work evenings, nights, weekends and/or holidays.

Preferred Qualifications:

The ideal candidate for this position will have five (5) years or more of applicable experience with two to three years' experience in an IMAX® Theatre and/or a 4D theater environment. Two years of related experience in theater technologies and operations.

Application Instructions:

If you meet the qualifications, submit a State of Texas application to the State Preservation Board (SPB): 201 E. 14th Street, Suite 950, Austin, Texas, 78701, Fax (512) 463-3372, or Email TSPB.Employment@tspb.state.tx.us. **All resumes must be accompanied by a fully completed state application. Incomplete applications may be disqualified at the agency's discretion.** All applications must be received by the SPB by the close of business on the final day posted for consideration. All applicants are also invited to visit our agency's website at: www.tspb.state.tx.us. For additional information call (512) 463-5495.

EEO Statement:

The State Preservation Board welcomes all qualified applicants without regard to national origin, sexual orientation, sex, Veteran status, disability, religion, race, color or age. If you require reasonable accommodation in the interview and selection process, please call the agency's Americans with Disabilities Act Coordinator at (512) 475-4992 and our representative will be happy to assist you.

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and are required to register with the Selective Service may be asked to present proof of registration or exemption from registration upon hire.