

**JOB DESCRIPTION FOR VAC GENERAL MANAGER (GM)**

**GM position overview:**

This Job Description is for a future full-time position with an estimated annual salary of \$ \_\_\_\_\_. The full-time position will be available at the time when all three dance spaces at the Avalon are completed. In the meantime, the starting position will include only the tasks of scheduling, collecting rent, and managing all other aspects of the operation of the ballroom as described in paragraph 1 and 2 below. The other VAC activities will continue to be performed by volunteers until such time as the rental activities require more time and the income is greater so that it can cover more of the manager's time. As the rental income from the operations at Avalon increases during the next several years, more and more of these various tasks outlined below will become the responsibility of the General Manager. It is therefore desirable to find a candidate for this position who is willing to start at a reduced salary level and work part-time and be able to increase the time commitment according to the increase in rental activity and income.

The present rental income will allow a stipend of \$1,500 per month. When the ballroom and the two studios in the back of the building are completed, it is projected that the General Manager position will be full-time and the monthly salary can be increased to a full-time salary. The projected completion date for all three planned Avalon dance spaces is \_\_\_\_\_.

**Qualifications:**

This position requires a person with excellent organizational and communications skills and the ability to work well with people; he/she must have the maturity and people skills to deal with complex scheduling situations. Good writing skills is desirable. The General Manager must be familiar with the basics of using word processing, spreadsheet, computer calendars, and QuickBooks accounting software. A practical knowledge of building operations is required as is being able to diagnose problems with electrical, plumbing, HVAC and mechanical systems to be able to solve simple building-related problems or call on the appropriate service people and oversee repairs.

**Time requirement:** At the beginning approximately 15 hrs/week will be required to cover the work described in paragraph 1. and 2. below. It is projected that the workload will increase to 40 hrs/week within \_\_\_\_\_ years.

**Compensation:** The General Manager will start working as an independent contractor. When the time commitment reaches 20 hrs/week, the position will be changed to a regular salaried position. The base pay will initially be \$1,500/month, or alternatively it could be \$700/month and 10% of gross ballroom rental income.

## Duties:

The VAC has always benefited from a large amount of volunteer work in all aspects of its operation. One of the duties of the General Manager will be to manage this resource and work with the VAC Board in soliciting volunteers for various projects. Some of the work outlined in the list of duties below will be performed by the General Manager while other tasks will be performed by volunteers under the direction of the General Manager.

### 1. Managing the Avalon Ballroom and other spaces in the building leased by VAC.

The primary duties of the General Manager are to manage rentals, which includes:

- Respond to reservation requests by phone or email and use the iCal calendar program that is automatically uploaded to a webpage to keep track of scheduled events
- Determine the rental price for each rental based on the rate schedule provided by the VAC Board
- Set up rental agreements and collect rental payments
- Monitor rentals as needed and inspect the facility at least twice a week
- Verify that every renter leaves the facility clean and orderly and enforce the Rental Policy
- Hire additional cleaning service if need
- Work closely with the building owner (Boulder Dance, LLC) on all building-related issues such as building maintenance, repairs, grounds up-keep, etc.
- Work with the VAC Board in refining the Rental Policy and the operation of the Avalon ballroom and other dance spaces in the building leased by VAC.

In addition to the specific tasks related to operating the VAC facilities, the General Manager will organize volunteers for additional tasks as may be needed for the operation of the facility. The facility management is a 24/7 responsibility, and the General Manager is responsible for finding backups for times when he/she is not available.

### 2. ~~Accounting~~ <sup>Financial Resp</sup>

Deposit rent checks, pay bills and keep financial records using QuickBooks. Provide monthly financial reports (R&L and Balance sheet) to the VAC Board for the Avalon operation.

### 3. Manage the VAC Insurance program

Collect premium payments from member groups and occasionally provide Certificate of Insurance as may be required by some groups for their events. Pay insurance premiums and interface with the insurance provider as needed.

#### **4. STOMP!**

**Interface with the editor selected by the Board and oversee the publication of this bi-monthly publication.**

#### **5. VAC International Festival**

**Work with the festival coordinator and the festival committee, collect sales tax and oversee the operation of the festival. Pay bills and make bank deposits.**

#### **6. VAC Web Page**

**Work with the webmaster and coordinate as needed the interface between the various member groups and the webmaster.**

#### **7. General Office Management**

**Keep computer and/or paper records of facilities rentals, inventory records, financial statements, meeting minutes, and other documents generated in the course of operating the VAC. Make tax payments and provide periodic organizational reports to state and local governmental agencies as required. Keep and update mailing lists and send out notices about work parties and other events. Attend monthly VAC Board Meetings.**

**Office space will be available at the Avalon. The VAC mailing address will be 6285 Arapahoe, Boulder, Colorado 80301, and the VAC's corporate records will be kept at this address. The General Manager may maintain a home office with a portable computer and paper files as needed. Computer files and paper records used in a home office must be backed up monthly at the Avalon office.**

**The General Manager will report to one board representative appointed by the Board.**