

MACC MANAGER

We're Hiring

➤ Responsibilities:

- Manager daily operations of the MACC, ensuring programs and activities are scheduled and supported.
- Schedule facility use for classes, events, programs, and rentals.
- Coordinate with instructors, community organizations, and program partners to deliver successful programming.
- Supervise part-time staff and program instructors, including scheduling, training, and evaluations.
- Provide customer service to patrons, community groups, and participants.
- Assist in developing and implementing arts, cultural, and community programs.
- Maintain accurate records of facility schedules, registrations, and revenues.
- Monitor facility conditions and coordinate maintenance with Public Works or contractors.
- Support the Community Development Director with budgets, reports, and promotional materials.
- Serve as a liaison with community partners such as Friends of MACC, the MACC Board, and other organizations as directed.
- Ensure compliance with Town policies, facility rules, and safety standards.

➤ Requirements:

- Knowledge of community programming, facility operations, arts/cultural event management, and basic budgeting, reporting, and evaluation.
- Strong organizational, communication, and interpersonal skills, with proficiency in Microsoft Office and scheduling software.
- Ability to collaborate effectively with instructors, volunteers, community groups, and the public, with flexibility to work evenings and weekends as needed.



Incorporated in 1919, today the Town is a progressive, full-service community providing police, fire, public works, parks & recreation, code enforcement, water system, and a library.



Position

The MACC Manager oversees daily operations at the Mountain Arts Community Center, ensuring it functions as a vibrant space for arts and community engagement. Responsibilities include scheduling, programming, facility management, and coordination with local organizations. The role supports administrative tasks, enforces Town policies, and supervises part-time staff and instructors, reporting directly to the Community Development Director.



Apply Your CV

Eligible candidates must send a complete resume to:
townmanager@signalmountaintn.gov



+423-886-2177



signalmountaintn.gov



1111 Ridgeway Ave.
Signal Mtn. Tennessee, 37377

APPLICATION FOR EMPLOYEMENT



**Town of Signal Mountain
Position Description**

**Title: Mountain Arts Community Center Manager
Department: Mountain Arts Community Center (MACC)**

Pay Grade 9

Purpose

The MACC Manager is responsible for the daily operations of the Mountain Arts Community Center (MACC), ensuring the facility serves as a hub for arts, culture, and community engagement. The Manager oversees scheduling, programming, facility operations, and community use of the MACC. This position provides administrative support, coordinates with community organizations, and ensures compliance with Town policies and procedures. The position reports directly to the Community Development Director and supervises part-time staff and instructors. The position reports directly to the Community Development Director and supervises part-time staff and instructors.

Fair Labor Standards Act Service

Non-Exempt (Hourly)

Essential Functions of the Job

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Manage the daily operations of the Mountain Arts Community Center, ensuring programs and activities are properly scheduled and supported.

Schedule facility use for classes, programs, events, and rentals.

Coordinate with instructors, community organizations, and program partners to ensure successful programming.

Oversee part-time staff and program instructors, including scheduling, training, and evaluation.

Provide customer service to patrons, community groups, and program participants.

Assist in the development and implementation of arts, cultural, and community programs.

Maintain accurate records, including facility schedules, program registrations, and revenues.

Monitor facility conditions and coordinate with Public Works or contractors for

maintenance needs.

Support the Community Development Director in preparation of budgets, reports, and promotional materials.

Ensure compliance with Town policies, facility rules, and safety standards.

Act as a liaison with community partners such as Friends of MACC, MACC Board, and other organizations as directed.

Required Knowledge, Skills and Abilities

Knowledge of community programming, facility operations, and arts/cultural event management.

Ability to work effectively with instructors, volunteers, community groups, and the public.

Strong organizational skills, with the ability to manage multiple schedules and priorities.

Basic understanding of budgeting, reporting, and program evaluation.

Proficiency in Microsoft Office and scheduling software.

Excellent interpersonal and communication skills, both verbal and written.

Ability to work evenings and weekends as required by programming or events.

Equipment

Computer, fax, copies, scanner, recording equipment.

Education and Experience Required

Associate's degree in Recreation, Arts Administration, Public Administration, or related field (preferred).

At least two (2) years of experience in community programming, facility management, or related field.

Supervisory or staff coordination experience preferred.

Equivalent combination of education and experience may be considered.

Problem Solving Requirements

Solve a variety of complex problems in the absence of technical guidelines or precedents.

Writing Skills Required

Compose strategic messaging, branding, and outreach materials to effectively communicate departmental initiatives, engage diverse community stakeholders, and enhance public trust and

visibility.

Compose sensitive, non-routine correspondence requiring tact and diplomacy and/or compose reports or summaries for which established formats generally do not exist.

Speaking/Presentation Skills Required

Interview or discuss detailed information, frequently involving citizen problems or complaints.

Deliver informational speeches, reports, and orientation before audiences and groups that include people that are not organization employees.

Deliver presentations regarding potentially controversial issues.

Job Related Communication

Within the department—daily

With employees in other departments—daily

With employees in other organizations—daily

With the public—daily

Planning and Scheduling

Extensive – a substantial level of planning responsibilities exists, usually affecting numerous employees and activities, as well as program participants and requiring a significant amount of time.

Difficulty of Work

Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures.

Assignment of Work

General guidance allowing for employee planning of procedures and methods to attain objective.

Effects of Work Errors

Errors may cause delays in work or losses in expenditures for material and/or equipment or unjustified work time.

Supervisory or Management Responsibilities

Supervises part-time staff and program instructors, including scheduling, training, and evaluation.

Working Conditions

Approximately 30 percent standing, 30 percent walking, and 40 percent sitting. Requires ability to lift up to 25 lbs. and perform light physical tasks related to facility setup.

Lifting frequency – some

Bending – frequent

Pushing and/or pulling – frequent

Reaching over head – some
Kneeling – frequent
Crawling – some
Climbing ladders – some

Mental/Visual Effort

Typing/CRT – very frequent
Attention to detail – very frequent
Monitoring equipment – frequent
Detailed inspection – very frequent
Transcription/proofreading – very frequent

Adverse Conditions

Exposure to temperature extremes – frequent
Dangerous equipment – some
Chemicals – frequent
Noise – some
Physical effort/risk – frequent