

Memorandum

May 7th, 2009

To: Opera House Board, Cable Commission,
Community Affairs & Council Policy Committee
From: Media Services and Opera House Director, William H. Brehm
Re: Requested Staffing Adjustments - Event Coordinator Position

In order to facilitate continued progress toward ensuring the long-term sustainability of the Opera House while also maximizing resources in the Media Services Department to match the need throughout all City departments for increased technology support, I am asking that you support and approve the following requests.

In the proposed revisions to the Opera House Event Coordinator position description/title/wage scale:

- The position title has been changed to Opera House Assistant Director. This title more accurately reflects the dynamic and broad role this position plays in the overall operations of the Opera House and is consistent with positions with similar levels of responsibility among City staff. This title change is also important and helpful in establishing contact and working relationships with the many agencies and individuals the person in this position comes into contact with through the performance of their duties.
- Several items have been added to the description. The 2008-2009 performance season at the Opera House was the most ambitious to date and these items address duties that have become prominent and routine as the position has continued to evolve. These duties are now considered essential.
- The section of the description assigning Administrative Assistant duties in the Media Services Department has been removed entirely. A major components of achieving sustainability at the Opera House will be an increase in contracted performances, events, and rentals. Additionally, profit potentials will continue to grow through well negotiated contracts, sponsorship solicitation, grant writing, and other fundraising efforts. The 2009-2010 Opera House season has been booked with this strategy in mind and currently boasts nearly double the number of major contracted performance events. In order to ensure success it is necessary that the duties of this position be allocated 100% to the Opera House.
- The wages for this position are currently paid 75% by the Opera House and 25% by the Media Services Department with 100% health benefits paid by the Opera House. The changes in this description will require that the Opera House budget for 100% of wages - resulting in a savings in Media Services permanent hourly wages. My proposal is to reallocate the savings into part-time wages and extend a larger number of staff hours from this qualification towards technology support - thereby affording myself the ability to absorb the duties previously assigned under the Administrative Assistant section of this position description. This also lays the groundwork for the eventual evolution/addition of a position in Media Services devoted entirely to technology support and addressing the inevitable increased need in this area.
- The current wage scale is not competitive to retain an employee with the qualifications required for this position. I am proposing that this position be moved into the same wage scale as the Assistant Director of the Senior Center as that position is very comparable in the level of responsibility assigned.

My request is that the proposed changes in this job description, wage scale, and funding structure occur on July 1st as to be in place at the beginning of the Opera House Performance Season. For this reason I am requesting two Budget Amendments:

- Reallocation of \$4,862 savings in 2009 permanent hourly wages to the part-time hourly category in the 2009 Media Services Budget.
- An increase of \$9,742 in the budgeted 2009 Opera House hourly wages.

At your request I am available to discuss these proposed changes further.