General Description
Oversees all Rialto Center activities and events.

Examples of Duties
- Manages the Rialto Center’s contractual and logistical needs related to rental activities, events, and the residency theater series with Theatrical Outfit.
- Schedules and tracks letters of intent.
- Negotiates contracts; receives deposits and payments.
- Organizes and arranges requests from the front-of-house and production.
- Disseminates information to the appropriate Rialto Center managers.
- Supervises and schedules on-site event managers for rental activities or events, and the residency theater series with Theatrical Outfit.
- Develops and implements the marketing plan for renting out the facility.
- Establishes relationships with professional event associations, organizations, and corporations to promote the Rialto Center and Georgia State University (GSU).
- Schedules rental activities and events.
- Maintains the Rialto Center calendar.
- Manages expenses and the budget.
- Determines the type of information that is placed on the Rialto Center web page.
- Supervises activities associated with the Rialto Signature series and outreach productions.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of contract writing.
- Knowledge of word processing, 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 related 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.