

Memorandum

April 10th, 2014

To: Personnel Committee

From: Opera House Director, William H. Brehm

Re: Requested Approval of Position and Description . Assistant Event Coordinator

In order to facilitate continued progress toward ensuring the long-term sustainability of the Opera House I am asking that you support and approve my request to replace the existing temporary part-time hourly Opera House position with a permanent part-time position as well as the attached position description.

- “ The position title is Assistant Event Coordinator. This title 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 is important and helpful in establishing contact and working relationships with organizations and individuals the person in this position comes into contact with through the performance of their duties.
- “ This role is currently filled by a part-time hourly employee working an average of 30 hours per week. Due to limitations on hours for this positions current classification there have been gaps in available hours that have resulted in significant disruptions in Opera House operations.
- “ Formal and on-the-job training of the individual currently filling this position represents a substantial investment in time and funds on the part of the Opera House. Therefore, a change in this position from a temporary to permanent part-time position is highly desirable.
- “ A major component in achieving sustainability of the Opera House at current levels of operation will be incremental increases in staff resources. This goal can only be fulfilled through fundraising initiatives and comprehensive development planning. The staff hours represented by this position are absolutely essential to allow for those plans to be successful.
- “ The increased costs associated with this position as outlined in the attached cost estimate will be paid entirely from Opera House revenues. The attached budget document reflects reallocations in the expense categories of the approved 2014 budget to accommodate these costs.
- “ The attached budget document also reflects that the Opera House has consistently met or exceeded budgetary goals during a time of significant growth.

My sincere hope is that the value of Opera House operations and their long-term sustainability to both the cultural and economic vitality of Stoughton have become apparent through the last several years. It is also my hope that an established trust in the abilities of myself and the Opera House staff will further persuade you to recommend approval of this minor staffing adjustment to the City Council.