



LAWRENCEVILLE
ARTS CENTER

Accepting applications for
Complex General Manager
at www.lawrencevillega.org/jobs



LAWRENCEVILLE
GEORGIA

www.lawrencevillega.org



VIBRANT GROWTH: Lawrenceville may be the second oldest city in Metro Atlanta (1821), but it's hard not to get caught up in the excitement and inspiration from the VIBRANT GROWTH that has taken place over the last few years. You'll find our amazing new Lawrenceville Arts Center and The Lawn, surrounded by copious amounts of free parking, new housing, restaurants and small businesses that hold true to our historic design. And, we're only halfway to completing our vision.

LIVE ENTERTAINMENT: We do mean LIVE. Gwinnett is home to many cities that commemorate the visual arts, but the magic of Lawrenceville lies in the PERFORMING ARTS. Any given week you can COME ALIVE with a play, a musical act, comedy, or games.

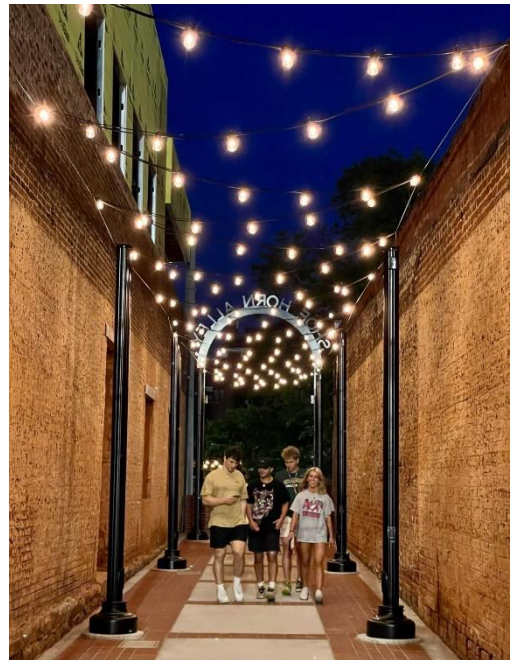
You'll enjoy the high-quality venues, including the new Lawrenceville Arts Center, The Lawn, local restaurants and breweries, and even Coolray Field (home of the Brave's affiliate, Stripers). There's something for everyone in all "stages" of life to enjoy – much of it is FREE.

DYNAMIC COMMUNITY: Lawrenceville leadership is committed to making our City a place for all to enjoy – connecting infrastructure, people, and cultures so that everyone feels a sense of belonging and ownership. We're all neighbors, working together and inviting our friends and family to explore and enjoy a stay in Lawrenceville!

RESPONSIVE SERVICE: This is a community, and as such, we take care of each other with our award-winning law enforcement, the competitive municipal gas and electric utilities we provide, and the steps we take to keep our City clean.

It is our privilege to make your day beautiful when you need our help, whether it's finding your way through a bill, or navigating events with our state-of-the-art kiosks. And you'll get a LIVE person with a smile in every interaction.

Exciting things are happening here, and we invite you to
COME ALIVE IN LAWRENCEVILLE!



**The City of Lawrenceville
stands at the heart of beautiful
Gwinnett County, Georgia.
So...what is at the heart of the
City of Lawrenceville?**

VISIT US

Lawrenceville City Hall
70 S Clayton Street
Lawrenceville, GA 30046

FAMOUS FOR

Gwinnett's only
professional theatre,
the Aurora Theatre

BEEN HERE SINCE 1821

OUR PEEPS POP: 31,253

KEEP IN TOUCH

678-963-2414
Lawrencevillega.org
Downtownlawrencevillega.com



EXPANDED LAWRENCEVILLE ARTS CENTER TAKES CENTER STAGE

The expanded Lawrenceville Arts Center includes a 55,000 square-foot facility complete with a 500-seat theatre, cabaret theatre, indoor and outdoor civic space and rooms for offices and educational programming. The \$45-million project opened in the fall 2021.

COLLEGE CORRIDOR PROJECT CONNECTS WITH CITY'S WORKFORCE DEVELOPMENT ENGINE

Lawrenceville is connecting its investment in downtown with its premier four-year workforce development engine, Georgia Gwinnett College, through the College Corridor. The 2.2-mile mobility connection to downtown includes a roadway, 4-foot bike lanes, 10-foot multi-use sidewalk, and future building opportunities at the "mouth" of the city's emerging Depot District. The \$30-million project, with outparcel redevelopment opportunities, opened in 2021.

LAWRENCEVILLE LAWN EXPANSION BUILDS ON CITY'S ENTERTAINING SPACE

Completed in 2021, the \$1.8 million renovation of the Lawrenceville Lawn includes the addition of a 40' x 60' permanent amphitheater, arbor shades for tables, and additional public parking and bathrooms. The Lawrenceville Lawn, a city park, enhances the live-work-play dynamic envisioned for the City of Lawrenceville. The city's *LIVE in the DTL* concert series on the expanded lawn takes place annually, May through September.

THE LAWRENCE HOTEL AND CITY PARKING DECK

The city is building a fabulous, heritage-style boutique hotel near the Lawrenceville Lawn. The project, called "The Lawrence," incorporates a 120-room boutique hotel branded under the Tapestry Collection by Hilton; a 5,000-square-foot conference center, restaurant and patio bar; as well as an attached, 380-space public parking deck. The hotel is expected to be complete in 2026 and the parking deck is now open.



The Lawrenceville Arts Center

About the Position:

The Complex General Manager of the Lawrenceville Arts Center (LAC) provides strategic oversight and ensures the efficient operation of the facility. This high-impact role ensures the seamless integration of internal operations, rental management, and event execution, positioning LAC as a premier cultural destination. The Complex General Manager will develop and implement strategic initiatives that enhance revenue streams, optimize facility utilization, and elevate the overall guest and stakeholder experience. This position demands a high level of leadership, strategic vision, and operational acumen to foster collaboration among key partners, including the Rental Manager, Events Manager, and the anchor tenant, Aurora Theatre. By driving innovation and efficiency, the Complex General Manager will play a critical role in advancing LAC's mission while maintaining financial sustainability and operational integrity.



LAWRENCEVILLE

GEORGIA

Government & Organization:

The City of Lawrenceville is governed by a council-manager form of government. The City Council determines the city policies, and the City Manager is then responsible for city operations and execution of the set policies. The City Council consists of a part-time Mayor and four part-time Council Members. All Council Members are elected at-large for four-year staggered terms.

Mayor David Still: Term of Office 2024 – 2027

Bruce Johnson– Post 1: Term of Office 2024 – 2027

Victoria Jones – Post 2 & Mayor Pro Tem: Term of Office 2024 – 2027

Austin Thompson – Post 3: Term of Office 2022 – 2025

Marlene Taylor-Crawford – Post 4: Term of Office 2022 - 2025

Chuck Warbington joined the City of Lawrenceville in 2016 as City Manager. He is appointed by the City Council and serves at the pleasure of the Council. The City Manager is the chief executive and administrative officer of the city and is responsible to the City Council for the administration of all city affairs placed in the manager's charge.

CITY COUNCIL



MAYOR
DAVID STILL



POST 1
**BRUCE
JOHNSON**



POST 2
**VICTORIA
JONES**



POST 3
**AUSTIN
THOMPSON**



POST 4
**MARLENE TAYLOR-
CRAWFORD**

About the Position:

Major Duties:

- Provide leadership to ensure seamless planning and execution of events, rentals, and performances, aligning them with LAC's broader mission and goals.
- Develops and oversees the full production timeline, from rehearsals through opening night and final performances.
- Responsible for booking, curating, and managing a diverse range of performances, events, and community programs.
- Foster a strong partnership with Aurora Theatre, ensuring alignment on shared programming and facility needs.
- Develop and implement operational policies and procedures, optimizing efficiency, audience engagement, and financial performance.
- Recruits and hires key production personnel, including essential crew members, technical staff, stagehands, etc.
- Negotiate and manage contracts with venues, talent, and vendors to ensure seamless production operations.
- Oversee and manage the LAC Event Calendar, ensuring strategic scheduling to maximize impact and revenue.
- Lead cross-functional teams to enhance venue management, guest experience, and community engagement.
- Optimize rental operations, collaborating with the Rental Coordinator to refine pricing structures, policies, and contracts for sustainable growth.
- Work closely with the Events Coordinator to enhance event execution, from private functions to large-scale community celebrations.
- Secure and manage sponsorships, collaborating with corporate and community partners to expand funding opportunities and ensure compliance with sponsorship agreements.
- Work with the Business Unit to strategically allocate sponsorship dollars, aligning investments with programming and facility enhancements.
- Develop financial models to track performance metrics, evaluate revenue streams, and optimize budgeting strategies for long-term fiscal sustainability.
- Direct strategic marketing and communication efforts with the Marketing Coordinator to maximize public awareness and engagement.
- Cultivate business and community partnerships to expand LAC's reach and reinforce its reputation as a premier arts and cultural venue.
- Advocate for LAC in regional and national arts networks, positioning it as a venue management and performing arts leader.

Complexity and Scope of Work:

- The work consists of managing a multi-venue performing arts center, overseeing facility operations, event execution, and programming. The necessity of coordinating with a variety of stakeholders, including city officials, arts organizations, and community partners, contributes to the complexity of the position.
- The purpose of this position is to oversee the daily operations and strategic planning of LAC to ensure its sustainability, cultural impact, and alignment with the city's economic and community development goals.
- The work requires collaboration with multiple arts organizations, production teams, and city departments to curate engaging programs that enhance the cultural vibrancy of Lawrenceville.
- The position is responsible for managing event logistics, including scheduling, vendor coordination, and technical production, ensuring high-quality experiences for all patrons.
- The position requires financial oversight, including budgeting, revenue generation strategies, and securing funding through grants, sponsorships, and rental agreements.
- The work consists of supervising full-time and part-time staff, as well as contracted personnel, ensuring proper training in customer service, technical operations, and emergency response protocols.
- The position requires coordination of safety measures, including compliance with ADA regulations, emergency preparedness, and risk management procedures.
- Guidelines include city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.



Lawrenceville Historic Square

Supervisory Control and Management Experience:

- The Complex General Manager of the Lawrenceville Arts Center (LAC) is responsible for the overall supervision and management of full-time, part-time, and contracted staff across multiple departments, including event operations, technical production, marketing, and facility management. This role oversees hiring, training, and performance evaluations to ensure high standards in customer service, event execution, and venue operations.
- The position requires strong leadership to coordinate cross-departmental efforts, implement industry best practices, and maintain a safe, efficient, and financially sustainable arts center that aligns with the city's cultural and economic development goals.
- The Community & Economic Development Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.



Knowledge Required:

- Bachelor's degree in Arts Administration, Business Management, Event Management, or a related field; Master's degree preferred.
- Minimum 7+ years of progressive leadership experience in venue operations, event planning, or arts management.
- Demonstrated success in strategic planning, financial oversight, and revenue optimization within an arts or entertainment venue.
- Proven ability to cultivate and manage high-level partnerships with sponsors, stakeholders, and community organizations.
- Exceptional leadership and team-building skills, with the ability to motivate and inspire diverse teams.
- Strong proficiency in event management software, CRM systems, and budgeting tools.
- In-depth knowledge of the performing arts industry, including venue operations, audience engagement, and cultural programming.

Minimum Qualifications

- Bachelor's degree in Arts Administration, Business Management, Event Management, or a related field; Master's degree preferred.
- Minimum 7+ years of progressive leadership experience in venue operations, event planning, or arts management.
- Knowledge and competency level typically associated with completing a baccalaureate degree in a course of study related to the occupational field; Master's degree preferred.
- Experience sufficient to thoroughly understand the work of subordinate positions, with the ability to answer questions and resolve problems, usually gained through seven years of relevant experience.
- Possession of, or ability to readily obtain, a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.



Contacts:

- Contacts are typically with the anchor tenant, coworkers, elected and appointed officials, sponsors, vendors, entertainers, volunteers, and members of the general public.
- Contacts are typically to exchange information, motivate persons, form partnerships, resolve problems, and provide services.

Physical Demands/Work Environment

- Full-time executive leadership position requiring flexibility for evening and weekend events.
- Fast-paced, dynamic environment with a focus on high-level decision-making and strategic impact.
- Occasional hands-on involvement in event setup, stakeholder meetings, and community engagements.

Compensation & Benefits:

The expected starting salary range for this position is \$87,451 - \$106,202 (depending on the qualifications of the selected candidate), with a comprehensive benefits package, including low-cost health, vision, and dental insurance options, including free options. The Complex General Manager position also includes paid time off (PTO). The City provides free short-term disability, long-term disability, accidental death & dismemberment (AD&D), and life insurance that pays two times the employee's annual salary. The City's generous retirement plan provides a 4% contribution to the plan with an additional 6% contribution match if the employee also contributes 4%.



Important Statistics and Information:

- City of Lawrenceville Population – 31,253
- City Employees - 325
 - Police Department Employees - 116
 - Public Works - 132
 - City Hall - 77

Financials (FY2025)

- Overall City Budget - \$188,667,956
- General Fund - \$47,850,223

How To Apply:

Interested candidates should complete a formal job application process through ville.city/jobs

The City of Lawrenceville is an Equal Opportunity Employer. All qualified resumes will receive consideration for employment regardless of race, color, religion, sex, national origin, disability or any other status protected by applicable Federal, State, or local laws.



*Fireworks at
Merry Little Christmas 2020*

Photo by Damian AhChing



LAWRENCEVILLE PERFORMING ARTS: HOME OF THE AURORA THEATRE

In the mood for a show or a song? The Lawrenceville Arts Center, home of the Aurora Theatre, offers captivating dramatic performances, live orchestras, side-splitting comedy shows, and the beloved Christmas Canteen – a cherished Lawrenceville tradition that will leave you cheering for more. The \$45 million Arts Center opened in 2021 as the new home of the Aurora Theatre, Gwinnett's only professional theater, founded in 1996

THE 2025 PLAYBOOK FEATURES:



KING OF PANGAEA A heartfelt folk-rock musical is inspired by the real-life story of its creator, Martin Storrow.



Gods of Comedy A young classics professor at a prestigious university finds a long-lost manuscript by Euripides, only for his protege to accidentally misplace it, penned by Ken Ludwig.



WAITRESS THE MUSICAL Waitress is a homespun tale that features music and lyrics by Grammy Award-winner Sara Bareilles. It's a little slice of heaven.



COMIC BOOK DAY!

The first Saturday in May might be Lawrenceville's most anticipated weekend of the year. Free Comic Book Day transforms the streets into avenues of creativity wit costumes, comics, and fandom fun running wild, in partnership with Galactic Quest, the event includes a quest for free comics throughout downtown, panels, workshops, and more. Live music, additional merchants, and a touch of community-superpowered collaboration make this the nation's largest free comic book day event!





ARTS & ENTERTAINMENT



FOUR SEASONS IN THE SQUARE:

There are dozens of events in Lawrenceville each year. Each season brings about a fun-filled vibe, so the energy is always at a high - even when the temperature gets low. Here's a snapshot of a few festivities residents can look forward to throughout the year.

DID YOU KNOW

Lawrenceville has some of the BEST events in Gwinnett? Now you do!

SPRING:

- SLOW POUR SUNDAY MARKET
- BEATS ON THE STREETS
- WELLFEST
- ST. PADDY'S ON PERRY
- FAMILY PROMISE BED RACE
- LAWRENCEVILLE BOOGIE
- FREE COMIC BOOK DAY
- LIGHT LAWRENCEVILLE BLUE
- SIP & SWINE BBQ FESTIVAL

SUMMER:

- BEATS ON THE STREETS
- FLAG DAY CELEBRATION
- LIVE IN THE DTL
- PRELUDE TO THE FOURTH
- LAWRENCEVILLE BOOGIE
- MOVIES ON THE LAWN
- EVENING OF THE ARTS

FALL:

- BOO FEST
- GHOST TOURS
- LIVE IN THE DTL
- HARVEST FEST
- CULTURA: FIESTA LATINA
- AROUND THE WORLD IN THE DTL
- LIVE IN THE DTL

HOLIDAY HAPPENINGS:

- LIGHTING OF THE TREE
- ARBOR DAY CELEBRATION
- SLEIGH ON PERRY
- CHRISTMAS CANTEEN
- GLOW LIGHT SHOW
- WINTER LANTERN FESTIVAL





OUT ON THE TOWN

Come Alive in Lawrenceville! Head to The Depot District for entertainment and activities or browse one-of-a-kind shops throughout town.



PICK UP A CREATIVE NICHE

Glassblowing might look beautifully intimidating, but now you can learn how to do it yourself! Cavalry Glass Blowing Studio has classes for anyone looking to create a personal piece.



READ BETWEEN THE LINES AT LIBERTY BOOKS

It's time to pick up a book – or two or three! At Liberty Books, you'll find options across every genre. Trade in your books and dive into new worlds, all in one visit.



BREAK OUT THE BREWS

Slow Pour Brewing Company offers options of all types. Whether you prefer pale ales or lagers, you'll find plenty of citrusy flavors to explore. And don't worry – the tasting room is open most evenings, so you can sample them all.



ALL THINGS NICE: NANCY'S CANDY & SPICE

Nothing shakes things up like a bit of flavor, and from teas to seasoning to herbs to candy, Nancy's has it. After opening the store in 2012, Nancy's Candy & Spice has created a space you can smell from the street! The store offers unique flavors like Belgian Chocolate Ginger Black tea and a Lawrenceville Special Blend Olive Oil.



EXPLORING THE ECONOMY

WOOF! WOOF! URBAN DOG PARK

The new urban dog park is open and ready for your dogs to sniff and explore! HYRO Park, named in memory of the Lawrenceville Police Department's faithful K9 veteran, is set in a passive area of the Lawrenceville Lawn at the corner of Jackson and Luckie Streets. Now a hub of activity and enjoyment for dogs and their human companions, HYRO Park provides a 0.41-acre environment for dogs of all sizes to play and socialize. It features separate areas for both small and large dogs, enclosed by decorative security fencing to ensure your pup's safety. Humans can relax on benches and under shade structures, while canines can enjoy the agility equipment and open areas to roam to their heart's content.



FAÇADE GRANT PROGRAM

Businesses within the Downtown Entertainment District can apply for and receive reimbursement for expenses incurred during renovations performed on the exterior façade. Façade renovations are any projects that enhance or update the exterior of the building, such as painting, restoration, stabilization, awning, additions, improved signage, etc.



DID YOU KNOW?

The City's Fiscal Year
2025 budget was

\$189
million

The budget emphasized investments in sustainability, public safety, and workforce enhancement in order to foster community growth and development.

