

## **Scope of Services for the Fox and RMA Operations and Management**

1. Manage and operate of the venues.
2. Responsible for financial accountability and provide reports on the fiscal operations.
3. Contract term is three years with two, three-year renewal options.
4. Develop and manage Pro-forma with City for length of agreement.
5. Develop staffing plan that includes an organizational chart showing key management personnel and identification of onsite management personnel.
6. Develop standard operating procedures.
7. Provide a box office and ticket sales plan, including responsibilities for group and subscription season sales (Fox only).
8. Responsible for facility utilization and marketing plan addressing various productions and events.
9. Provide a variety of entertainment genres, i.e., Broadway (Fox), Improvisational, multi-dimensional music, performance Theater, etc. - ranging from the traditional to the more contemporary as appropriate to the venues.
10. Develop a transition plan for the assumption of booking and management duties from the current operators.
11. Produce all marketing materials.
12. Create promotional packages for presentation to producers, agents, managers, and artists.
13. Operate and/or manage all Concessions. "Concessions" means the sale of food, beverages, alcohol, merchandise and other products and services at performances, events and operations to be held at each of the venues.
14. Provide monthly expenditure and management reports.
15. Submit audited financials on an annual basis.
16. Develop and maintain positive community relationships.
17. Work with non-profit entities affiliated with said venues, i.e. Fox Riverside Theater Foundation and/or Riverside County Philharmonic, etc. as appropriate to venues
18. Maintain, keep and preserve the entertainment venues in good order and condition and perform all repairs necessary to keep venues, improvements, fixtures, furniture, furnishings and equipment situated or used in connection the venues.
19. Manage and deliver the following:
  - a. General administration
  - b. Customer service
  - c. Community relations
  - d. Event production
  - e. Event/talent booking
  - f. Ticket sales and promotion
  - g. Marketing and advertising
  - h. Operations and maintenance
  - i. Financial management
  - j. Security
  - k. Crowd control