

THEATER MANAGER
(Village of Irvington)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Theater Commission and the Village Administrator, an incumbent of this position is responsible for the management and oversight of all aspects of the day to day operations of the Irvington Town Hall Theater. The incumbent provides administrative and technical support to enhance theater operations and develops long term plans and strategies to generate rental and production revenue for the theater. The incumbent will have contact with the public and with municipal administrators, officials, boards and/or commissions. Supervision is exercised over subordinate personnel and volunteers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs marketing and outreach initiatives to build theater awareness, recruit new business partners and promote the use of the theater using both traditional and social media i.e. through the use of the theater events website, press releases to local and regional newspapers, magazines, websites, e-mail distribution lists, calendars, posters, etc.;

Develops new income streams through rental, self-production, and fundraising;

Communicates and interacts (in person, on the phone or by mail) with rental groups regarding the rental process i.e. the contract signing, collection and return of security deposits, securing copies of insurances, etc.;

Informs rental groups of logistics i.e. opening, load-in, load-out, closing, and securing the theater;

Determines each event's needs such as technical equipment or musical instrument rentals;

Negotiates and executes rental agreements and contracts on behalf of the theater for uses consistent with the interests of the Village, in consultation with the Commission;

Ensures the theater's compliance with Village law and regulations;

Schedules the use of the theater and maintains the master calendar;

Supervises the collection and reporting of box office revenue from ticket sales;

Prepares budget proposal for theater in consultation and coordination with the Commission;

Monitors and reconciles theater finances and accounts including all transactions, budgets, and payroll;

Documents and prepares reports of costs and operating needs;

EXAMPLES OF WORK (Illustrative Only) (Continued):

Participates in capital purchase decisions and maintains capital purchase schedules and reports, in consultation with the Commission and select Village staff;

Recruits, trains, and supervises theater staff;

Oversees daily theater operations including the preparation of the theater for performances by stage hands, the inspection, maintenance, repair and replacement of theater equipment by technicians, etc.;

Participates in long term strategic planning with the Commission including the development of financial and administrative goals for the theater;

Attends Commission and Village Board meetings;

Prepares monthly reports for Commission and periodic reports for the Village Board;

Oversees the theater's building condition and maintenance needs including safety, security, and temperature and keeps the Commission apprised of the same;

Works with the Commission to address the theater's facilities needs and manages maintenance and capital improvements;

Maintains the theater mailing list and ensures the address list is current;

Responds to correspondence, phone requests and complaints about theater operations and programs;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the techniques of promoting and marketing the theater to stakeholders, potential renters and donors; good knowledge of the process involved with booking the theater venue; good knowledge of online ticketing programs and software; good knowledge of the operation, maintenance, and repair of theater facilities; good knowledge of the procedures used in collecting cash and keeping financial accounts and records; good knowledge of the techniques of preparing and disseminating information to the various media; good knowledge of the principles of organization and management; good knowledge of administrative practices and techniques; working knowledge of theatrical production and the use of various staff such as performers, stage hands, stage managers, lighting and sound technicians; ability to negotiate rental agreements and contracts; ability to attract sponsorships for special events; ability to meet and deal with the public and representatives of mass media effectively; ability to establish and maintain cooperative relationships with theater stakeholders, renters, donors, and patrons, municipal officials

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (Continued): and administrators, municipal boards and commissions, and the general public; ability to communicate effectively both orally and in writing; ability to interpret and make clear and accurate analyses of facts, figures and processes; ability to present data and reports clearly and concisely in either oral or written form; ability to maintain complex records and files; ability to supervise the work of others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; good interpersonal skills; initiative; resourcefulness; creativity; imagination; courtesy; accuracy; honesty; integrity; dependability; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: An Associate's Degree* and six (6) years of experience (pre or post degree) in which the primary function of the position was marketing, financial management, and/or facilities management which must have been in a theater.

SUBSTITUTION: Satisfactory completion of 30 credits* in Arts Administration, Theater Arts Management, or a related field may be substituted on a year for year basis for up to four (4) years of the work experience described above.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.