

Embassy Theatre Foundation, Inc.

Job Description

Job title: Programming Manager
Reports to: Chief Operating Officer
Classification: Exempt, Full-time
Salary range: Starting at \$40,000; negotiable based on experience

General description: This position manages administrative and operational details of Embassy programming. This includes management and coordination of talent and promoter agreements, project/event leadership, budget management and staff coordination, and community program creation and implementation. Requires evening and weekend work hours.

Duties and responsibilities:

- Provides administrative support for the programming team by managing details and logistics of agreements, including coordination with staff, advancing or assisting in advancing details, monitoring of finances and event effectiveness, and assisting in logistical details.
- Creates and manages project timelines with chief operating officer.
- Manages coordination and communication of show and settlement files and details with internal teams, including education, marketing, production, special events and box office.
- Researches potential projects and artists.
- Assists with management of all stage inquiries and management of the Embassy master calendar.
- Works at Embassy events and performances as required.
- Performs and displays excellent communication and customer service skills when representing the Embassy with existing and potential renters, partners and performers.
- Performs other duties and responsibilities as assigned.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.

Education and/or experience:

At least two years' experience in venue programming and technical stage aspects required. Must be able to work with a team as well as independently, thrive on details and organization, be an excellent communicator and able to handle multiple tasks. Proficiency with Microsoft Office required. Proficiency with Prism preferred. A bachelor's degree in a related field, such as theater management, marketing, business and/or project management preferred.

Hours:

Full time is based on 35-40 hours per work week, with flexibility to accommodate weekend and after-hour work schedules. Work from home flexibility available.

Compensation:

Wages are commensurate with experience. The Embassy offers a competitive benefits package that includes a flexible work environment; health, dental and life insurance; 403(b) retirement plan; mental health EAP; short- and long-term disability; and paid vacation, holiday and sick days.