

Theater Manager

Capitol Theatre Center



Job Description

The Capitol Theatre is an historic 89 year-old, 800-seat theater inside a multi-arts complex in quaint downtown Chambersburg, Pennsylvania. Capitol Theatre presents national, international and regional performing arts acts on its stage during its performing season and shows movies during the summer months. The arts complex is utilized year round through rentals as a community based performing arts and film venue as well as a space for social exchange. The Capitol Theatre Center complex additionally houses the local community theater, the local dance school and features an events space that is rented for weddings, parties, performances and more.

The Capitol Theater Center is currently seeking a full-time Manager.

Managerial duties include:

- Managing a staff of 2 full-time and 6 part-time employees, and at times managing a volunteer team of up to 30 people. Tracking and supporting the employees' projects and maintaining interdepartmental communications and coordinations at all times. Running staff meetings and initiating and supervising departmental reports. Working with independent contractors and supervising volunteer teams during special projects.
- Liaising between the theater and its Board of Trustees. Reporting to the Board members and Board Chair as well as to Committee Chairs (Finance Committee, Development Committee, Facilities Committee and event committees that meet monthly). Participating in all Board and Committee meetings. Working with the Board to identify and solicit potential donors. Tasking Board members with activities such as legal advice/tasks, financial advice/tasks, solicitation of potential donors or HR guidance/action. Working with special event committees to produce and manage special events (at least one special event occurs per month). Appreciation of the arts required.

- Managing film series season, acquiring movie and music rights, hosting visiting artists, acquiring permits for events and pyrotechnics on stage, planning and execution of all parties and events hosted by the Capitol Theatre Center.
- Managing all facility rentals which break down into stage rentals (800-seat theater rents mostly for performances), white box theater or reception room rentals (160 seated max rented mostly for community events, weddings and parties) and full facility rentals (wedding and corporate events mostly). Responding to rental inquiries, booking space and contracting. Managing building tenants.
- Overseeing facility operations and repairs (on the historic building as well as on the modern portion of the building). Oversight of repairs to the: carpets, HVAC equipment, doors, roofs, plumbing, electrical, etc. Responsible for maintaining compliance with the Borough, the fire department, municipal codes, the health department and the Pennsylvania Liquor Control Board, etc. Working with the Technical Director of the theater on audio visual upgrades and replacements. Management of tenants and rental issues within the facility (there are 4 tenant groups that are in residence in the building permanently and they rent rehearsal and office space from the Capitol Theatre Center monthly).
- Facilitating community partnerships and actively engaging within the community. This includes attending occasional evening events and meetings, reaching out to new people and groups regularly, forging new partnerships with groups whose missions align with the Capitol Theatre Center and strengthening collaborative relationships that are already in existence. Candidates with well-developed communication and social skills as well as collaborative aptitude will be considered first for this position as will those with careful and respectful customer service skills.
- Overseeing customer service relations and donor relations. Managing the professionalism of the staff when interfacing with the general public as well as with the Board Members and other staff members. Overseeing the annual fundraising campaigns and working in partnership with the theater's freelance grant writer and development consultant. Also working in partnership with the Board to raise money for the theater. Managing in-office data entry staff on donor reporting and tracking. Grant writing may be necessary. Prior knowledge of fundraising and grant writing required. Knowledge of donor database software preferred.
- Oversight of financial management and reporting. Prior experience with organizational and project budgets required. Knowledge of Quickbooks and Excel required.

Candidate will be proficient in the following: Quickbooks, Excel, Word, donor database software, social media platforms and gmail; and have prior experience in: community engagement, fundraising, grant writing, donor cultivation, house management, box office sales, marketing and PR processes, organizational budgeting and finance management and facilities operations. They will know how to create organizational and/or project budgets and capable of

maintaining budgetary goals in a resourceful manner. They will also be a pleasant people person with a collaborative spirit, have high level organizational and time management skills, be a thoughtful and efficient manager, have experience in engaging and developing audiences and have experience, education or deep appreciation for the performing arts.

Position open immediately. Salary commensurate with experience. Must have at least 3+ years of experience in management and possess a college degree. Only qualified candidates who meet the above criteria will be considered. To apply please send your resume and cover letter as pdf attachments by email only to: stack@thecapitoltheatre.org No phone calls. Thank you.