

Embassy Theatre Foundation, Inc.

Job Description

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

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

Duties and responsibilities:

- Manages details of rental agreements, including hiring of equipment and vendors, coordination with staff, advancing or assisting in advancing details, and monitoring of finances and event effectiveness.
- Manages details of Embassy-originated programming and presenting. This includes effective project leadership and budget management.
- Assists chief programming officer with stage rentals and Embassy programming by providing back-up management with promoters and artists.
- Manages the Embassy master calendar.
- Works at Embassy events and performances as required.
- Performs and displays excellent customer service skills when scheduled to work events.
- 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:

A bachelor's degree in a related field such as theater management, marketing, business and/or project management with experience in venue programming and technical stage aspects preferred. Must be able to work with a team as well as independently, be an excellent communicator and able to handle multiple tasks.

Hours:

Full time is based on 36 hours per work week, with flexibility to accommodate weekend and after-hour work schedules. Work from home flexibility also available.

Compensation:

Wages are commensurate with experience. The Embassy offers a 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.