

Embassy Theatre Foundation, Inc.

Job Description

Job Title: Rentals Director
Reports To: Chief Programming Officer
Classification: Exempt, Full-time, Salaried
Salary Range: Starting at \$55,000

General Description:

Responsible for the direction and implementation of rentals/touring shows at the Embassy. Negotiates contractual provisions with promoters. Supervises programming staff. Possesses knowledge of theater equipment, technical riders and IATSE union, and is familiar with venue programming concepts, best practices and procedures.

Duties and responsibilities:

- Actively researches and solicits programming through promoter rentals, and for Embassy presentations.
- Manages the daily rentals process, including schedules, budgets and communications, and participates in marketing strategy.
- Maintains strong industry awareness and is active with national and local programming organizations.
- Hires, supervises and evaluates programming staff.
- Develops and oversees the programming budget for rentals, which includes determining contract rates and negotiating rates with promoters, agents and others.
- Fosters the development of good relations with other cultural organizations.
- Has direct responsibility for programming contracts, ensuring necessary event details are provided to staff in order for timely event planning and implementation.
- Ensures effective leadership and oversight of accurate and timely settlements.
- Maintains strong working relationships with colleagues, promoters and others in the field, keeping current and accurate files of presenters and talent representatives.
- Effectively manages use of the organization's master calendar and other program management tools.
- 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:

Bachelor's degree in a related field and at least three years related experience and/or training or equivalent combination of education and experience 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.