

Operations Manager Job Description

The Hopebox Theater is a community theater with a mission- to bring hope to families battling cancer through the performing arts. Each show we produce is dedicated to a community member struggling with cancer, and a fundraiser to assist with their care.

We are growing as an organization, and are currently seeking an Operations Manager to oversee the day to day functions of our theater. This is a stipend position, and pays \$2000/month.

Responsibilities Include

- Develop and direct an operational structure for the successful running of the venue, including forms and operational documents.
- Manage the Front of House, theater operation and management teams
 - Including volunteers, building maintenance and venue upkeep
 - Also answer Box office phone and assist box office manager
 - Mail for the theater, including accepting script shipments and sending scripts back to the rights companies.
- Alongside the site Manager, oversee the management of water, power and internet with contractors
- Responsible for recruitment for shows, creating contracts for production teams
- Coordinate and manage the venue schedules
- Manage audition and cast announcements
- Oversee website updates (upcoming shows, auditions, etc.)
- Oversee creation of the show playbill
- Manage printing of show posters and other marketing collateral
- Prep lobby for show openings
- Promotional materials including but not limited to t-shirts for the cast, promotional items, hopebox boxes ordered, and business cards.
- Networking the Hopebox in our community with other businesses
- Seeking sponsorships with the development coordinator
- Coordinating with the Board on a monthly basis is necessary

Skills needed

- Experience in managing a venue at a senior level

- Experience managing a team
- Excellent customer service skills
- Experience delivering high service events
- Organizational skills
- Flexible approach to the work duties and hours
- Creative and resourceful approach to problem solving
- Confident, friendly and professional
- Good communication

Qualifications

We do not require a formal qualification to be an ideal candidate for the role of a Theater Operations Manager. However, a qualification in one or more of the following subjects would make you a more desirable candidate for the role:

- Performing arts
- Marketing
- Public relations
- Events
- Communications

Please apply at <https://www.hopeboxtheatre.com/jobs>.