

Programs Director (Theatre Manager)

JOB DESCRIPTION & COMPETENCIES

Position Overview:

The Programs Director is responsible for the execution of all Programs for the Arts Council of Greater Kalamazoo (ACGK) as well as the management of all theatre activities. The Programs Director is responsible for managing the Program Coordinator role.

The Programs Director reports to the Executive Director. This is a full time, salary, FLSA exempt position. This position requires 40 hours of work per week with the ability to work more if necessary.

Major Tasks Performed (Essential Job Functions)

Program Administration

- Oversee all aspects of the ACGK programs, including but not limited to:
 - Art Hop
 - Concerts in the Park
 - Art on the Mall
 - All Ears Theatre
- Work with staff on coordination of all program activities related to their specific areas of responsibility
- Develop and oversee budgets of all programs
- Work with the Integrated Membership/Media Director to develop and execute marketing strategies for all programs
- Work with outside vendors as appropriate

Theatre Management

- Schedules all areas and equipment needs for all areas under ACGK control
- Serves as point person for theatre rentals
- Is present and leads all rentals – serving as crew supervisor for lighting, sound and crew needs
- Maintains theatrical equipment in proper working order, maintaining an inventory of all such equipment
- Provides written reports about rental space usage to Executive Director and other staff as necessary for funding and other purposes
- Takes an active role in the budgeting process for the rental space with the Executive Director
- Coordinates with the management company for ACGK's use of theatre as it related to ACGK and building programming

Fiscal Sponsorship

- Assists Executive Director with structure and program development of all fiscal projects.
- Assists Finance Director with budgeting, income and expenditures of all fiscal projects.

Programs Director (Theatre Manager)

JOB DESCRIPTION & COMPETENCIES

Management

- Manage and develop the Event Coordinator position
- Contracts and supervises all contracted personnel necessary for programs and theatre management.
- Assist Event Coordinator with development of relationships with Guest Artists and Contracted persons or companies

Other

- Perform other duties as assigned by the Executive Director.

Required Competencies:

Composure

- Is cool under pressure
- Does not become defensive or irritated when times are tough
- Is considered mature
- Can be counted on to hold things together during tough times
- Can handle stress
- Is not knocked off balance by the unexpected
- Doesn't show frustration when resisted or blocked
- Is a settling influence in a crisis

Conflict Management

- Steps up to conflicts, seeing them as opportunities
- Reads situations quickly
- Good at focused listening
- Can hammer out tough agreements and settle disputes equitably
- Can find common ground and get cooperation with minimum noise

Customer Focus

- Is dedicated to meeting the expectations and requirements of internal and external customers
- Gets first-hand customer information and uses it for improvements in products and services
- Puts customers first
- Establishes and maintains effective relationships with customers and gains their trust and respect

Timely Decision Making

- Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure

Programs Director (Theatre Manager)

JOB DESCRIPTION & COMPETENCIES

Delegation

- Clearly and comfortably delegates both routine and important tasks and decisions
- Broadly shares both responsibility and accountability
- Tends to trust people to perform
- Lets direct reports and others finish their own work

Managing and Measuring Work

- Clearly assigns responsibility for tasks and decisions
- Sets clear objectives and measures
- Monitors process, progress, and results
- Designs feedback loops into work

Education / Experience/Knowledge:

Education Required:

- High School Diploma

Desired:

- Bachelor's Degree or equivalent

Experience Required:

- 4-6 years of experience

Desired:

- 7-10 years of experience

Knowledge Required:

- Microsoft office, excel, word, outlook, Photoshop

Desired:

- Tessitura, CAD

Physical Demands - Office

While performing the duties of this job, the employee is regularly required to use the computer, telephone and other office equipment. The employee frequently is asked to walk, sit, and talk or listen. The employee is occasionally asked to stand; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds and climb ladders or other more rigorous movement. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Programs Director (Theatre Manager)

JOB DESCRIPTION & COMPETENCIES

Work Environment - Office

The employee works in an office environment with, for the most part, ambient room temperatures, lighting and traditional office equipment are as found in a typical office environment.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. He or she will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor at any time, with or without notice.