



APOLLO THEATER FOUNDATION, Inc.

JOB TITLE: Director of Theater Operations
DEPARTMENT NAME: Theater & Venue Operations
REPORTS TO: Senior Director, Theater & Venue Operations
STATUS: Full-Time, Exempt

PRIMARY RESPONSIBILITIES:

Facilitate the execution of the institutions' artistic, operational, and financial strategic objectives. Candidate must have demonstrated experience with production budgeting, labor unions & processes, contract negotiation & execution. Must be a strong communicator and can simultaneously manage multiple complex projects.

ESSENTIAL JOB FUNCTIONS:

1. Facilitate the execution of the artistic, operational, and financial strategic objectives of the organization.
2. Supervise and be held accountable for all aspects of theater operations including event management and production.
3. Ensure flawless execution for venue rental clients.
4. Provide budgeting support to the organization's Programming department and work with the Senior Director to facilitate contract negotiations with artists, presenting partners, service providers and unions.
5. Develop, pursue and execute mutually beneficial relationships to raise the profile and awareness of the organization, its brand and businesses.
6. Foster solid relationships with all pertinent staff members and participate in short and long term planning.
7. Supervise the daily activities of the organization's maintenance and production staff.
8. Work with Senior Director to provide attendance at each organization event, both on- and off-site, to ensure optimal experience for audience, talent and staff.
9. Work with the venue rentals department to guide venue sales efforts for the theater; understand organization's competitive position within the marketplace; assist in the creation of annual sales plan and revise rental policies and practices as appropriate to enhance desirability of venue.
10. Help balance and meet needs of presentations and rentals with regard to use of the building as well as contractual/operational policies and procedures.
11. Efficiently utilize organization resources, including financial, technical and staffing, to maximize number of performance events.
12. Manage the creation and execution of departmental expense budgets; create programming budgets and production schedules.
13. Develop close-out procedure to produce show close reports on timely basis.
14. Support efforts to manage relationships with all unions as well as relevant promoters/presenters and industry associations.
15. Ensure Apollo compliance with fire, health, building and labor statutes.
16. Manage music rights and licensing.
17. Work with the Marketing Department to ensure delivery of highest quality customer service through training and management of front and back of house staff.
18. Work with Marketing Department to ensure adherence and timely implementation of marketing policies/guidelines for rentals.

REQUIRED SKILLS:

- Bachelor's degree in theater management, performing arts, or media arts
- At least five years professional experience with theater, operations, production, or company management
- Excellent communication and interpersonal skills, including the ability to motivate and inspire staff and volunteers
- Strong leadership and team management skills
- An ability to multitask
- Proficiency with Microsoft Office, Google Workspace
- Constant dedication to personal & departmental improvement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BENEFITS

- Generous PTO
- Health, Dental, and Vision insurance
- Health savings account
- Life insurance
- 401(k)
- Short-Term and Long-Term Disability

SALARY

\$85,000-\$95,000

VACCINATION REQUIRED

Vaccination is required; however, the company will consider accommodations for medical and religious- based reasons.

***To apply, send cover letters, resumes to Human.Resources@apollotheater.org
Please include the job title in the email subject.***

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.