JOB DESCRIPTION
THEATRE / OPERATIONS MANAGER

Department: Arts/Production
Term: Full Time
Salary: Negotiable
Send Inquiries to: Tia Powell Harris, Director of Artistic Affairs at:
tiahari@gmail.com

Position Summary:

The Operations Manager position is a full-time professional position. The preferred candidate will have a flexible work schedule, including early mornings; late evenings and weekends. The candidate should have completed a B.F.A. (B.A. accepted; Masters preferred) in Theatre, Arts Management or a B.S. in Business Administration and or professional experience in classroom instruction, stage or production management.

A minimum of five (5) years of high-level professional experience in production or events management may be considered in lieu of a degree. Additionally, familiarity with all aspects of theatrical production and arts management – scenery, props, paint, electrics, sound, costumes, budgets, accounting; experience in establishing and maintaining production schedules and meeting deadlines. Responsibilities include but are not limited to managing daily operations, anticipating all aspects relating to near and future events and formulating and maintaining policies.

Duties and Responsibilities:

- Maintain an institutional wide master calendar
- Establishes regular and recurring interaction with all Chairs to ensure that their event related goals are achieved. Emphasis is placed with the Chair of Technical Design and Production.
- Partners with Chair of Technical Design and Production on the day-to-day operations pertaining to planning and execution of the Ellington Theatre.
- Works closely with Director of Student Affairs to ensure that all events comply with security and safety policies in order to reduce risk for adverse incidents.
- Develops, maintains and fosters positive association with key Ellington stakeholders and community, private and government agencies (e.g. DC Government, ANC, Georgetown University, Kennedy Center) to ensure proper function and execution of Ellington hosted events.
- Partner with Kennedy Center partnership coordinator on Ellington hosted events.
- Partner with Georgetown University External Affairs office to coordinate Ellington field
- Schedule and manage internal and external performance request
- Schedule, Coordinate and manage of facility rental request (includes Ellington Field)
- Non-academic room usage assignments.
Duke Ellington School of the Arts – Operations Manager

- Skill at developing and facilitating a maintenance/repair plan for the Ellington Theatre
- Contract development and negotiations
- Ability to maintain confidence as it relates to sensitive information
- Effectiveness at establishing and maintaining positive interpersonal relationships with volunteers, faculty, staff and students, visiting artists and the general public with varying levels of experience.
- Excellent organizational and management skills with an attention to detail
- Excellent oral and written communication skills
- Understanding of and experience working within professional models of arts/production management and technical direction for various artistic events
- Experience with computer technology and software including database, spreadsheet, word-processing, presentation and email software
- Ability to work with a positive attitude in high pressure/high stress situations
- Ability to keep track of and work within established budgets for production management and visiting artists
- Ability to manage accounting, payroll and recording keeping for 15 or more employees.
- A sense of humor
- Other duties as assigned

Production and events management responsibilities will include but may not be limited to the following:

- Maintenance and Management of dressing rooms, orchestra pit, and costume shop, scene shop, rehearsal halls.
- Staffing, organization and management of all backstage and front of house management needs for volunteers, student, and faculty and rental organizations events, visiting artists/guest lecture events, off-campus recruitment shows and other special events. Management of all shows in the Ellington Theatre and other possible venues throughout the institution.
- Assist in development and management of theatrical season and other special events
- Assist the Chair of Technical Design and Production with the scheduling and facilitation of all production meetings. Coordinates pre and post-production meeting communication. Coordinates with faculty, guest and student designers so that plans are submitted to Technical Director (TD) in accordance with deadlines.
- Facilitates communications with Ellington Theatre staff and artistic departments and personnel to set benchmarks to ensure ongoing progress on all technical aspects of the productions.
- Works with Director of Artistic Affairs and Technical Director to ensure that all technical aspects of the production are finished in a timely manner.
- Coordinates and facilitates the integration of all aspects of the production throughout the technical and dress rehearsals and provides daily supervision of productions during the entire performance run period.
- Maintain the production and promptbook for each show.
- Ability to work collegially under pressure
- Management of the Ellington Theatre Patron Services office staff to ensure compliance with Ellington Theatre policies and maintenance of effective and collegial communications and working relationships.
- Serve as Administrator for Vendini online ticketing system
- Management of volunteers house management/usher staff
- Management liaison with Ellington faculty and staff to ensure timely response to venue scheduling, technical, press, promotion, budget administration and development deadlines and needs.
- Oversight of contract negotiations and fulfillment for rentals, visiting artists and guest lecturers to ensure a positive experience for visitors, working within timelines and budgets established by the Head of School and the Artistic team.
- Other duties assigned