

Job Description || Theater Manager

DESCRIPTION:

The Bayview Opera House Ruth Williams Memorial Theatre (The Opera House) is San Francisco's oldest operating theatre. Located in the heart of the Bayview Hunters Point community, the Opera House functions as the cultural hub for southeastern San Francisco. We produce a year-long program of events, activations, classes and productions that speak to the diverse community we are situated in. The Opera House is excited to expand our staff and we are looking for an experienced Theater Manager.

The Theatre Manager is integral to the functioning and maintenance of our historic San Francisco theatre, as well as a key figure in the production of and implementation of a varied array of artistic performances and community programs. This position plays a pivotal role in shaping and defining the culture and perception of our theater both internally with our staff and externally with our audiences, helping broadcast our voice via social media, supporting in the execution of projects and events by providing logistical support, and keeping track of the day-to-day needs of the theater and office.

Your tasks and work hours will be varied and will evolve based upon the needs of the facility, the office and theater, as well as your unique abilities. To start, as Theater Manager you are responsible for the physical upkeep of our 130+ year-old building, notice and address its many needs, including conducting minor repairs yourself, supervising the garden maintenance and general cleanliness, hiring handy-persons as needed and supervise them as well as contractors that will conduct major upgrade projects onsite from time to time, and communicate with our City landlord about building issues. You will also assist with the organizational and administrative details for existing and new programs and events, including arts classes, community events, rentals and artistic residencies and performances. You will also contribute greatly to the maintenance of existing and the building of new communities and arts partnerships and actively support Bayview Opera House in various customer-facing roles.

The Theater Manager will assist with the implementation of external communications, marketing, outreach and social media strategies designed to build public awareness of Bayview Opera House's programs and mission. You will work as a member of the programming and marketing team to share content and drive traffic to the Opera House's social media feeds, create emails and email blasts and update the Bayview Opera House's website.

For the right candidate, this is an exciting opportunity to help chart the course and grow the capacity of our historic theater to be a resource for artist communities of color and attracting new diverse audiences.

The Theater Manager will oversee the facility and its upkeep, along with administrative, promotional and production-related aspects of operations of the Bayview Opera House.

PRODUCTION RESPONSIBILITIES:

- Assist with the program and curation of an active community and theater space.
- Work with programming staff to ensure positive experience for artists, production personal and audience members.
- Assist with the design and implementation of marketing and publicity activities
- Maintain bar and kitchen inventory
- Ensure that all theater equipment is maintained and safe, including, but not limited to technical equipment, chairs, tables, and tents.
- Assist with the scheduling and management of event staff.

ADMINISTRATIVE and FACILITIES RESPONSIBILITIES:

- Supervise all aspects related to facility appearance, maintenance and improvements, and coordinate with our City landlord as needed.
- Perform limited maintenance tasks.
- Manage relationships with vendors, service providers.
- Be the point person for office and theater maintenance, supplies, equipment, and errands.
- Coordinate the offices' administrative activities including planning and implementing office systems, layouts, and equipment procurement.
- Provide general support to visitors and rental clients.
- Communicate with rental clients, assist with needed paperwork, coordinate tours and production needs.

REQUIRED QUALIFICATIONS:

- Bachelor's degree, or commensurate experience.
- Excellent organizational skills, and attention to detail, with a no task is too small attitude.
- Strong communication skills, written and verbal.
- Exceptional interpersonal skills with an interest in working in a collaborative, energetic environment.
- Basic understanding of the functioning of a building and its needs and ability to perform and supervise maintenance tasks.
- Willingness to work a non-traditional schedule.
- Desire to work in and serve a diverse community.
- Proficiency in Microsoft Office (Word, Excel) and or iWork (Pages, Numbers, iCal).
- Experience with Adobe Creative Suite (Photoshop, Illustrator, Acrobat). And cloud based systems such as Dropbox and Google Docs.

DESIRED QUALIFICATIONS:

- Degree in a theater-related discipline
- Experience working in a theatre space
- Experience managing Instagram + Facebook feeds
- Experience with supporting events (scheduling, logistics, communications, etc.)
- Experience using a common website CMS (e.g. Wordpress, Square)
- Knowledge of the Bayview Hunters Point community

HOW TO APPLY:

- The deadline to apply for the Theater Manager position is July 26, 2019. Applications received after July 26, 2019 will not be considered at this time.
- To apply, please, email your resume and cover letter as one PDF file to manager@BVOH.org. Applications without a cover letter will be considered incomplete. The subject line of your email should consist of your name followed by Theater Manager Application.
- Your cover letter should detail why you are the best fit for the position, any related theater or event planning experience in addition to any construction or facility maintenance experience.