

The Stephen and Mary Birch Texas Theatre
Theatre Manager
Position Description

POSITION TITLE: Theatre Manager

SCOPE OF DUTIES: This is a part time (20 hours, average), salaried position. Hours will vary depending on events and needs.

SUMMARY: The Theatre Manager of the Texas Theatre primarily works to advance the strategic goals of the Texas Theatre through event planning, coordination, and technical oversight.

DUTIES:

- Serves as the primary contact for the Theatre for scheduling, staffing, promoting, and oversight of all Theatre events.
- Schedules usage of the Theatre for rentals, events, and internal productions.
- Maintains Theatre calendar and provides expertise in scheduling the season of events.
- Provides supervision of box office and financial operations.
- Provides technical supervision of volunteers and paid contractors.
- Provides physical oversight of the facility.
- Coordinates schedules, training, and supervision all theatre volunteers
- Additional duties as required or assigned.

REPORTS TO: Texas Theatre Management Team (under the umbrella of the Seguin Conservation Society)

REQUIREMENTS:

- Knowledge of all aspects of theatre, including management, promotion, and production.
- Experience in planning and oversight of all theatre operations.
- Knowledge of basic office skills and technology.
- Ability to work within a budget.
- Ability to work with volunteers of all skill levels.
- Ability to serve as the public face of the theatre.
- Ability to work calmly under pressure.
- Good budget and personnel management skills
- Ability to manage several disparate tasks simultaneously.
- Demonstrated knowledge of professional audio, video, lighting and rigging equipment.
- Ability to work evenings and weekends, if necessary.

EDUCATION: Bachelor's degree preferred.

EXPERIENCE: Minimum three years of experience in the management and operation of performing arts and other multi-use public facilities, including front-of -house, box office, and operation and maintenance of electronic audio-visual, theatre sound and lighting equipment and related theatrical equipment.

If interested in this position, please submit a letter of interest and resume to texastheatreseguin@gmail.com by 5 p.m. on Tuesday, March 26.