



The Magnolia Civic Center is a historic landmark theatre located in New Albany's historic downtown District. The facility is dedicated to the enhancement of the quality of life for all citizens of New Albany and Union County. Three primary focus area for facility use are continuing education of all sectors of the community, opportunities for civic and cultural growth and economic development.

The theatre manager will oversee all administrative, marketing, production, and financial functions of the Theatre in conjunction with other duties assigned through the Office of Community Development.

The theatre manager must have excellent writing skills, the ability to work independently, and have strong organizational capacity. Experience with budget creation and management (planning, budgeting/financial tracking, contract management, accounting, and schedule tracking), the ideal candidate will be an energetic individual with an enthusiastic attraction to the New Albany, Union County community. More important, the candidate must demonstrate a strong interest in marketing Magnolia Civic Center/ Theatre to its community in ways that will increase its recognition as an integral part of the Historic District.

This person will bring a combination of communications, business management, and marketing skills along with an excitement for the performing arts and for the benefits the arts bring to the community.

Roles and Responsibilities: The theatre manager is the key leader and primary face of the Theatre. The primarily role of the theatre manager is to:

1. Represent and advocate for the Theatre in an effort to continually enhance its image, visibility, and influence across the community. This includes taking an active role soliciting corporate donations, sponsorships, and individual donations.
2. Oversee day-to-day business operations. This includes supervising artistic contractors, coordinating the program calendar, office administration, finances, placing advertising, handling facility rental arrangements, and ensuring the Theatre consistently exceeds the expectations of all constituencies.
3. Create a yearly calendar of events.
4. Coordinate programming through contract directors.

Duties, Program, Development and Delivery

- Coordinate use and scheduling of theatre.
- Create a season comprised of youth and mainstage shows.
- Maintain a safe and orderly learning environment for students.
- Meet goals to include increased participation and retention of students in the youth programs.
- Supervise and support guest directors to ensure all programs meet artistic and budget goals.
- Develop relationships with local arts and community organizations and seek opportunities for collaboration and rentals.
- Nurture relationships with local businesses and business groups, arts groups, government agencies, universities, the community, schools, the media, and arts organizations.
- Hire and effectively manage production teams for each show, including contract directors, contract labor, and production volunteers if needed.
- **Attend all performances, rentals, and events as supervisor to manage accurate accounting and cash receipts and to ensure a safe and enjoyable experience for staff, patrons, and artists (or secure personnel from Community Development or MCC BOD to act in your absence)**
- Assist Community Development with all areas of responsibilities that fall under such office. (Attachment)
- Manage the operation, maintenance, and security of the theatre's physical plant to ensure a clean, safe, and comfortable facility. This **INCLUDES** working with the city's building inspector and fire department personnel.
- Report to Community Development and Board of Directors at regular scheduled MCC board meetings to give an update on operational and financial activity.
- Collect and maintain orderly accounting trails, receipts for administrative expenses, production income and expense, fundraising revenue, and other earned revenue (snack bar, merchandise) and bills submitted ORDERLY for city payment.

Minimum Qualifications

- Bachelor's Degree in Arts Management, Theatre Arts, or related field.
- Financial management experience.

Preferred Qualifications

- Fundraising experience.
- At least two years of arts administration experience.
- Marketing/PR experience such as writing press releases, social media, graphic design, etc.
- Grant writing experience.

Hours

- Full time
- Flexible daytime hours
- Evenings and weekends required

“This City of New Albany is an **equal opportunity employer**. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.”

Submit resume and supporting documentation to: billyejeanstroud@newalbanymainstreet.com
No phone calls please.