



## JOB ANNOUNCEMENT

### JOB TITLE:

The Arts Council Venue Manager- Bama Theatre in Tuscaloosa, Alabama

### APPLICATION PROCESS: Open Until Filled

1. View detailed job description and apply online at: <http://www.tcpara.org/about/employment>
2. Upload resume and cover letter to PARA website
3. All submitted applications will receive a confirmation of receipt by email, applicants will be notified if additional information is desired

### ORGANIZATION:

The Arts Council is a 501c3 non-profit organization with an active Board of Directors. The Arts Council is also a division of Tuscaloosa County Park and Recreation Authority (PARA) and full-time arts council staff members are leased PARA employees. The Arts Council serves as the umbrella organization for over 50 non-profit arts related member organizations, offers educational programs and manages and maintains the Bama Theatre and the Dinah Washington Cultural Arts Center.

Established in 1938 through funds from the Public Works Administration (PWA), the historic Bama Theatre continues to captivate audiences with its twinkling lights and exciting year-round performance calendar. Managed by The Arts Council and occupied almost 300 days per year, the Bama Theatre is a cornerstone of cultural activity and community events in Tuscaloosa and West Alabama. The venue provides a rental location for productions presented by member organizations and community groups as well as concerts presented by outside promoters. Programming presented by The Arts Council includes the Bama Art House Film Series, educational programs, and local and statewide art exhibits. For more information visit [tuscarts.org](http://tuscarts.org).

### POSITION SUMMARY:

The Arts Council Venue Manager is responsible for overall operations of the Bama Theatre as a performing arts space as well as supporting the mission of The Arts Council and secondary responsibility to the Dinah Washington Cultural Arts Center as needed. Primary responsibilities are supervisory, technical, administrative, and maintenance. Supervisory responsibilities include maintaining safety and cleanliness standards for front and back of house, coordinating performance details relating to use of the venue and monitoring use of the space. Technical support includes monitoring contracted technical vendors, offering technical support for arts council events and a strong understanding of all technical aspects of the theatre. Administrative responsibilities include answering rental inquiries, issuing contracts, invoicing events, coordinating rental calendar, scheduling and supervising part time staff, ordering inventory, and upholding health standards for concessions. Maintenance responsibilities include a hands on approach to on-going renovation and restoration projects, as well as scheduling inspections and repairs.

The position is primarily nights and weekends with office hours as needed to complete a full-time schedule. The ideal candidate should have strong technical, communication, multi-tasking, and detail-oriented organizational skills.

### SALARY AND BENEFITS:

Salary \$41,943.86 (Min) to \$52,429.83 (Max). Benefits include health insurance, retirement through Retirement Systems of Alabama and paid holiday, sick and vacation time.