



JOB ANNOUNCEMENT

APPLICATION PROCESS:

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. August 15, 2018 application deadline

POSITION SUMMARY:

The Arts Council Venue Manager – Dinah Washington Cultural Arts Center; Marketing/Development, is responsible for overall operations of the Dinah Washington Cultural Arts Center as a performing arts center as well as supporting the mission of The Arts Council and secondary responsibility to the Bama Theatre as needed. Primary responsibilities are supervisory, and administrative. Supervisory responsibilities include maintaining safety and cleanliness standards within the building, coordinating rental details relating to use of the venue and monitoring use of the space. Promotes the use of the DWCAC to a wide variety of groups and individuals. Maintains effective channels of communication with all renters and arts staff. Maintains a calendar of events booked into both spaces and an accurate record of such events on a daily basis including the issuance and monitoring of contracts and preparation of statements for DWCAC and equipment rental. Maintains both the public and service areas of the space in such a manner that they are clean, attractive and safe at all times. Responsible for seeing that appropriate personnel are on hand at all times the DWCAC is in use for a public performance, rehearsal or private rental. 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 catering kitchen. Maintenance responsibilities include a hands on approach to building needs, as well as scheduling inspections and repairs. Assist in fundraising, planning and campaign development. Maintain database contacts for the organization, including member organizations. Maintain all membership records both individual and corporate giving. Assist current staff with additional needs in order to allow for growth of the organization.

The position does have nights and weekends as needed in order to staff the DWCAC. The ideal candidate should have strong communication, multi-tasking, and detail-oriented organizational skills.