



Assistant Theater Manager

Job Description & Announcement

Background

The Mineral Point Opera House is located in downtown Mineral Point, Wisconsin. Dedicated in 1915 as "A Theatre For All The People," the Opera House has faithfully served the residents of Mineral Point and southwest Wisconsin, bringing quality entertainment to the area for more than a century. It is a contributing structure to the Mineral Point National Historic District. The Opera House books, promotes, and produces regular programming in the arts, including popular and classical music, dance, comedy, films, school productions, community organization events, lectures, and more. The Mineral Point Opera House, Inc., the non-profit which operates the Opera House, is seeking an energetic, detail-oriented person for the position of Assistant Theater Manager.

Position Overview

The Assistant Manager supports the daily operations of the Mineral Point Opera House while taking primary responsibility for marketing initiatives, under the direction of the Theatre Manager and the board of directors.

Duties Will Include

Marketing & Promotion

- Develop and execute marketing campaigns for performances, events, and venue rentals
- Manage social media accounts with regular content updates
- Coordinate with graphic designers or printers for printed materials and design promotional materials as needed
- Maintain and expand connections to local and regional media outlets
- Create and send email newsletters to subscribers and patrons
- Maintain and update the Opera House website with current event information
- Track marketing analytics and adjust strategies to improve audience engagement
- Stay up to date on the latest marketing trends and best practices

Event Coordination

- Ensure venue readiness for all events and rentals
- Share day of event management with Theatre Manager, including
 - Serve as primary contact for performers, rental clients, and event partners
 - Manage front-of-house operations, including supervising volunteers

- Manage back-of-house operations, including working with contracted technicians and the crew of hired talent, to create a successful event
- Resolve issues that arise with hired talent, rental clients, volunteers, or patrons in a professional manner

Administrative Support

- Assist with maintaining databases for patrons, donors, and financials
- Support fundraising initiatives and assist with coordinating the Friends of the MPOH membership program
- Respond to inquiries via phone, email, and in-person
- Manage inventory of supplies, equipment, and merchandise

Essential Competencies

- **Effective Communication** – Able to effectively communicate and collaborate, in both written and verbal formats, with a variety of audiences including staff, volunteers, donors, grantors, media, artists, agents, and the public
- **Time Management** – Able to quickly pivot and navigate in a fast-paced environment, self-motivate, effectively delegate, and meet multiple deadlines that may occur simultaneously
- **Personal Accountability** – Willing to self-evaluate by analyzing and utilizing feedback and taking responsibility for actions and results
- **Attention to Detail** – Thorough, conscientious, maintains high standards. Alert for ways to make improvements.
- **Forward Thinking** – Working knowledge of or interest in exploring new trends within the performing arts, historic preservation, and museum interpretation

Qualifications

- Background in marketing, communications, arts management, or related field.
- Knowledge of the performing arts and enthusiasm for community cultural programming preferred.
- Excellent organizational skills with the ability to manage multiple projects simultaneously.
- Computer literate; experience with social media management, digital marketing platforms, and graphic design.
- Willing and able to work variable hours, including some evenings and weekends
- Must be able to lift a minimum of 40 pounds
- Must be unafraid of heights and able to climb ladders
- Possesses a valid driver's license
- Experience within a not-for-profit theater or equivalent nonprofit organization is a plus

Wage and Hours

- \$20 hour, no other benefits provided at this time
- Variable schedule with some evenings and weekends required
- 20 hours per week as work requires

Application Instructions

Send a cover letter and resume to info@mpoh.org. Applications will be accepted until February 19, 2026. First-round interviews will be conducted the week of February 23rd, with final interviews scheduled for early March. The anticipated start date is early April.