



Theater Manager

Job Description & Announcement

Background

The Mineral Point Opera House, located in downtown Mineral Point, Wisconsin, was dedicated in 1915 as "A Theatre For All The People." The Opera House has faithfully served the residents of Mineral Point and Iowa County, 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 programming in the arts, including a wide variety of live music, the annual Driftless Film Festival, dance, comedy, movies, community organization events, lectures, and more. The theater also serves as the performance venue for the Mineral Point School District, hosting elementary through high school musical events and stage productions.

Mineral Point Opera House, Inc., the non-profit which operates the Opera House, is seeking an energetic, detail-oriented person for the position of Theater Manager.

Duties and Responsibilities

Position Summary

The theater manager is the public face of the Mineral Point Opera House and oversees daily operations under the direction of the Board of Directors.

Duties will include:

- Book, coordinate, and run events in the theater
- Oversee design, production and distribution of promotional materials and advertising
- Familiarity with the sound and lighting systems and the equipment needs of performers
- Direct supervision of the assistant theater manager
- Coordinate volunteers; schedule staffing for events

- Manage inventories of concessions items and building supplies
- Manage public event rentals
- Oversee the alcohol server licensing process for staff and volunteers
- Reconcile cash boxes after events and prepare bank deposits; pay bills
- Oversee the physical upkeep, cleanliness and maintenance of the theater and equipment
- Oversee day-to-day phone, email and postal mail communications
- Attend board meetings and work closely with the Board of Directors in planning, promotion, finance, fundraising and operations
- Develop and maintain a written record of MPOH Standard Operating Procedures

Essential Competencies

- **Effective Communication** – Able to effectively communicate and collaborate, in both written and verbal formats, with a variety of audiences including government officials, staff, volunteers, donors, grantors, media, artists, agents, vendors, 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
- **Teamwork** – Demonstrates competency working with a team in various settings and with various stakeholders
- **Partnership Building** – Enjoys collaborative decision-making, and values cultivating relationships and outreach; invested in expanding diversity in programming, audience, and the workplace
- **Stewardship** – Demonstrates a commitment to the ongoing stewardship of the Opera House
- **Forward Thinking** – Strong interest in expanding Opera House programming through the exploration of new trends within the performing arts and other genres

Qualifications

- Related experience, preferably in the non-profit sector, hospitality, the performing arts, or other cultural institutions
- Prior experience with project management, grant writing, fundraising, social media, and/or advertising and promotion, are highly desired
- Computer literate; willing and able to learn to use various information and social media platforms

- Must be able to lift a minimum of 40 pounds
- Must be able to complete simple tasks while standing on a ladder
- Possess a valid driver's license

Wage and Hours

- \$24/hour, no other benefits provided at this time
- Variable schedule, including evenings and weekends
- 30 hours per week, with potential for growth

To Apply

Send a cover letter and resume to info@mpoh.org.