

**Job Title:** Programming and Events Manager

**Employment Status:** Regular FT

**Working Hours:** Shifts will vary, depending upon production requirements. Requires ability to work a flexible schedule, sharing evening and weekend shifts each week with 5 other regular FT employees

**Number of Direct Reports:** Not Applicable

**Date job description was created/revised:** May 2017

The New Hazlett Theater is a non-profit performing arts facility, with a mission to provide a nurturing, collaborative environment for artists, leveraging people, space and technology to create and present challenging and dynamic art. Events include theater, dance, performance art, music, spoken word performances, and community events, among other programming options. Theater offerings appeal to children, families, and adult audiences. We welcome approximately 26,000 guests each year.

**General Overview:**

The Programming and Events Manager is primarily responsible for all business development and outreach activities along with the associated event planning and coordination. Business development components of the job include, managing booking and venue scheduling, actively recruiting new artists, marketing the venue for corporate and other non-traditional events, and assisting in the development and implementation of new programs and business initiatives. Outreach components of the job include, but are not limited to, establishing and maintaining positive working relationships with rental clients, staff, and neighboring community organizations. To be successful in this role, this individual must be able to identify opportunities and develop strategic relationships with venue renters while meeting annual financial and occupancy goals.

**Essential Duties & Responsibilities:**

- Foster relationships with current venue rental clients and identify new opportunities for venue rentals.
- Negotiate client contracts and follow-through with contract details.
- Work closely with venue clients and the New Hazlett team in the planning and execution of all events at the theater.
- Serve as the New Hazlett's liaison to the Northside Community.
- Other duties as assigned.

**JOB REQUIREMENTS**

**Educational Requirements:**

- **Minimum Education Required:** High School Diploma
- **Preferred Education:** Bachelor's Degree

**EXPERIENCE**

**Minimum Experience:**

- Minimum of 2 years of work experience in a revenue-generating role including contract negotiation
- Minimum of 2 years of work experience in performing arts or events management

**Preferred Experience:**

- Experience with theater practices and procedures
- Experience in a project or program management
- Experience in the Pittsburgh arts and culture environment

**Knowledge, Skills & Abilities:**

- Strong organizational and time management skills with the ability to multitask and reprioritize
- Strong project management skills
- Excellent computer skills; proficient in Microsoft Office and Excel. Aptitude to learn new software applications. Experience with CRM software (ie: Salesforce, etc.) a plus
- Strong interpersonal skills with a collaborative management style
- Strong verbal and written communications skills; ability to communicate with a broad range of individuals
- Creative problem-solving abilities are necessary. Able to quickly identify and provide recommendations on issues
- Highly motivated and calm under pressure
- Able to work both independently and on teams in a fast-paced environment
- Must be willing and able to make decisions on behalf of the Theater with confidence

**Language Requirements, other than English:** Not Applicable

**Licenses or Certifications:** valid PA driver's license

**Travel Requirements:** can provide own vehicle

**Physical, mental demands and working conditions**

- An employee in this position works in an office environment. Office equipment will be operated as part of this job.
- The position frequently requires the employee to communicate well with others both inside and outside the theater (e.g., in person, via telephone, via email).
- The employee must be able to understand, interpret and analyze data, solve problems, concentrate, research, use available technological resources and systems (e.g. computer programs), multi-task, prioritize, and meet multiple individuals to complete essential tasks.
- An employee in this position is frequently required to move throughout the workplace, sit, possess gross motor skills (e.g., to carry items, etc), communicate effectively, and see, talk and hear.

The New Hazlett Theater is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

Employment may be contingent upon your successful completion of a professional, educational and criminal background check. At the time of employment, you must also present documentation indicating that you are legally authorized to work in the United States.

**TO APPLY:** Send resume with cover letter, salary history, and three professional references to Jennifer Bonfili, Finance and Business Manager, via email to [jenn@newhazletttheater.org](mailto:jenn@newhazletttheater.org). No phone calls please. No relocation expenses provided.

**Compensation:** \$40,000-\$45,000 plus a comprehensive benefit plan offering health and vision insurance, disability insurance, life insurance, and paid time off.