

JEWEL THEATRE COMPANY

JOB DESCRIPTION

ADMINISTRATIVE AND PRODUCTION MANAGER

To apply, please send resume and cover letter to Julie@JewelTheatre.net

The Administrative and Production Manager is a full-time position comprised of administrative and budgeting functions and works under and closely with the Executive Artistic Director.

Job Duties/Responsibilities

- In conjunction with the Executive Artistic Director:
 - plans the use of resources effectively and develops and manages the company's overall and individual production budgets to ensure the company is meeting its financial and operational targets.
 - develops and carries out the company's short- and long-term strategic plans.
 - contracts appropriate artistic personnel including actors, designers, directors and crew.
- In conjunction with the Technical Director, develops and ensures production schedules and budgets are appropriate and adhered to.
- Assists in the development of marketing and communication materials.
- Assists the Executive Artistic Director in promoting the company as a theatrical hub in the Santa Cruz region and beyond.
- Assists with setting up of the season in the ticketing system and subscription materials for renewing subscribers as well as assisting in processing subscriptions in the box office software application.
- Develops and writes policy/procedural documents and other administrative documents. Conducts staff trainings on procedures.
- Assists the Executive Artistic Director and Patron Services Manager with donor stewardship.
- As necessary, assists the Box Office Manager and Front of House staff at performances (greeting patrons, selling tickets, scanning tickets, concessions, ushering, etc.).
- Develops partnerships with other organizations.
- Stays up to date with developments and new productions in the theatre and performing arts field.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Knowledge, Skills, and Abilities

1. QuickBooks Pro experience (minimum 2 years)
2. Proficient use of
 - Microsoft Office products including Word and Excel;
 - Effective communications skills (orally and in writing) in English.

3. Strong organizational skills.
4. Ability to work effectively in a face-paced environment with changing priorities, while maintaining professionalism and strong rapport with fellow staff.
5. Consistently maintains a professional demeanor, appearance and work environment.

Education and Experience Required:

1. Associate's degree or two years college coursework or 3-5 years work experience in lieu of degree or college coursework.
2. Five years of progressive experience and responsibility in a theatre-related administration position.
3. Nonprofit experience, preferred.

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

Work is regularly performed in an office and theatre facility environment and is regularly exposed to noise.

Physical Demands

While performing the duties of this job, the employee is regularly required to use a computer, communicate with other staff, artists and the public, and move items up to 50 lbs.

Position Type/Expected Hours of Work

This is a full-time position with hours set by the Executive Artistic Director. Standard days and hours of work are Monday through Friday, with hours between 8:30 a.m. to 5:30 p.m., including working remote when appropriate. Evenings and weekends are also required during the performance run of each of the productions in the season.

Compensation/Benefits

Annual salary \$70,000 – \$80,000 or commensurate with experience. Paid vacation, health insurance (50% of premium), retirement (through State program CalSavers).

To Apply

Send resume and cover letter to Julie@JewelTheatre.net

Jewel Theatre Company / www.JewelTheatre.net
Mailing Address: P.O. Box 1080, Santa Cruz, CA 95060 / Venue: 1010 River Street, Santa Cruz, CA 95060
Admin (408) 482-1057 / Box Office (831) 425-7506