



CITY OF UVALDE

Uvalde, Texas

P.O. Box 799, 78802-0799
(830) 278-3315
FAX: (830) 591-2685

Job Opportunity:

The City of Uvalde is currently accepting applications for the following positions:

Job title: **Theatre Manager**
Department: Opera House
Salary: Based on Experience and Qualifications
Job Type: Full Time
Closing Date: Opened until filled
Hours: 8:00 a.m. - 5:00 p.m., Monday – Friday; May work some Saturdays and Sundays

Main Areas of Responsibility:

Under guidelines set by policy, the Theatre Manager manages the operations to include facility management, planning, and organizing all functions, reservations for meetings, promotes tourism and financial planning of the Janey Slaughter Briscoe Opera House.

Preferred Qualifications:

- Ability to schedule events using a master calendar
- Ability to seek out and prepare contracts for booking, which includes collecting fees and scheduling use of theatre
- Ability to write grants and promotional articles to the media, social network sights and other areas of interest.
- Ability to communicate with contractors and manage improvement projects.
- Ability to schedule and supervise personnel and/or volunteers
- Ability to provide onsite assistance to renters and event managers to ensure smooth performance
- Ability to operate technical equipment such as sound and lighting equipment, if needed for events
- Verbal Communication skills to interact effectively with vendors and employees
- Knowledge of events management, public relations and theatre arts.
- Ability to communicate effectively with local media, officials, arts patrons and groups.
- Ability to interpret policy manuals, grant application requirements, and rental agreements.
- Ability to operate computer and other office equipment.
- Ability to communicate with people of all educational levels.
- Assist with other clerical positions when needed.
- Ability to prepare financial reports
- Ability to calculate and understand financial reports
- Prefer ability to speak English and Spanish

Additional Qualifications:

Qualifications include the following: B.A. degree in Arts, Arts Management, Business Management, or related field;

Possess specialized training in theatre arts, technical training and lighting workshops; Possess 3-5 years of experience in theatre arts and/or non-profit performing arts organization; Must possess a valid Texas driver's license. All applicants will be required to pass the pre-employment testing and background check to the satisfaction of the City. Pre-employment drug testing and background check consisting of employment history, professional references, criminal check and educational verification (i.e., degree, license, and/or official transcript) will be conducted.

For more information contact:

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<http://uvaldetx.com/content/employment>

The City of Uvalde is an Equal Opportunity Employer.