



Job Title: Theatre Manager

Reports To: Director of Theatre and Creative Learning

Hiring Range: \$26,000-\$29,000 annually plus benefits

Details: Full-time position, Nonexempt, Monday - Friday schedule with some evenings, weekends, and holidays

ABOUT THE MUSEUM

SciWorks was founded by the Junior League of Winston-Salem in 1964 as a 501(c)(3) corporation that promotes scientific literacy, lifelong learning, and an appreciation of the sciences through innovative educational and recreational experiences. The Children's Museum of Winston-Salem was founded by the Junior League of Winston-Salem and opened its doors as a separate 501(c)(3) nonprofit on November 20, 2004, and acquired Peppercorn Children's Theatre in 2014. The Museum is the community's destination to play and learn by experiencing literature, storytelling, and the arts. After a year of conversation, the two museums merged effective July 1, 2016 and in February 2017 changed their name to **Kaleideum**. Currently, the two museums operate in separate buildings with a combined 95,000 square feet, 194,000 annual visitors and more than 2,000 members. The new mission of the combined museum is: Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery. As a merged entity, we look forward to expanding our museum's commitment to developing exhibits and programming that combine the best features of both - fusing STEM (science, technology, engineering, and math), literacy, performing arts, and arts education into an integrated approach to learning. We want to help prepare early learners for school and spark all children's imaginations and their desire to learn more.

Position Summary: The Theatre Manager oversees, implements, and ensures sustainability of Peppercorn Theatre at Kaleideum's operations, programs, finances, and community support. The Theatre Manager works in partnership with the Director of Theatre and Creative Learning and the Director of Creative Production to ensure the programmatic and operational integrity, sustainability, and excellence of Peppercorn Theatre.

Primary Duties and Responsibilities:

- Creates and maintains annual budgets and individual production budgets in conversation with Director of Theatre and Creative Learning and the Director of Creative Production.
- Oversees spending from all Peppercorn Theatre departments and monitors all coding and accounting of Peppercorn Theatre expenses, which includes thorough communication and tracking of Production Management's ledger.
- Reports to Kaleideum Accounting and Operations on all matters pertaining to Peppercorn Theatre expenses and income.
- Configures and monitors online ticket sales in Altru system and coordinates with Visitor Experiences Manager on details about ticket sales and front of house operations.
- Creates and manages agreements for all Peppercorn Theatre independent contractors and unionized artists, and oversees the negotiation of reasonable fees. Works with union reps and agents when necessary to determine these fees.

- Maintains a running log of previously contracted artists and perspective contractors.
- Manages contractor housing, travel, and guest artist expenses.
- Creates, manages, and enforces Peppercorn Theatre's operational calendar.
- Negotiates and maintains relationship with all rentals of technical spaces, rehearsal spaces, and venues with the assistance of the Production Manager.
- Manages Peppercorn Theatre's "Community Shaker" fundraising program.
- Coordinates with the Marketing Department to identify marketing needs, evaluate outcomes, and devise strategy.
- Coordinates with the Development Department to manage and leverage the database of Peppercorn Theatre alumni and donors, create language about Peppercorn Theatre productions and programs for use fundraising materials in collaboration with the Director of Theatre and Creative Learning, research grant opportunities, and maintain communication with legacy granting organizations.
- Represents and communicates Peppercorn's values and achievements, programming, and mission when in the community and networking events.
- Researches and maintains awareness of trends and topics in the greater TYA field
- Creates Peppercorn Theatre reports bi-monthly to share with the Senior Leadership Team and Board of Directors

Knowledge, Skills, Ability:

- Leadership of multiple long and short-term projects simultaneously, while meeting deadlines.
- Strong performance under pressure.
- Communication with the public including Museum visitors, teachers, parents/caregivers, program donors, and community members in a courteous and professional manner.
- Excellent communication and interpersonal skills in order to effectively work with a variety of people and personalities; verbally and in writing.
- Management of staff and team
- Familiarity with data management and project management systems and software
- Budgeting and budget tracking
- Reliable, honest, conscientious, and well organized.

Qualifications:

Education

Bachelor's degree in appropriate field (e.g. non-profit management, arts management, theater, project management, business, etc.) preferred.

Experience

Must have 1-3 years experience in a management position. Theatre or arts management focus is a plus, but not necessary.

Essential Physical Functions:

On any given day, may be required to do one or more of the following: climbing, stooping, kneeling, crouching, crawling, reaching, lifting, pulling or sitting on the floor. Must have the ability to obtain CPR and First Aid certifications.

All applicants must submit to a drug test and criminal background check as part of the pre-employment process for Kaleideum.

To apply, please submit a resume and a museum application to bramsey@kaleideum.org.