



Job Description

Event Manager

Description: The Event Manager is part of a dynamic team advancing the mission of Wortham Center for the Performing Arts by managing community utilization and front of house needs of Diana Wortham Theatre, Tina McGuire Theatre, and Henry LaBrun Studio.

Wortham Center for the Performing Arts is an expansion of the Diana Wortham Theatre, an active 500-seat venue in the heart of downtown Asheville, N.C. Serving 55,000 people each season, the Diana Wortham Theatre presents a series of critically acclaimed touring artists in dance, theatre and music; an education series for students, teachers, and families; and is the home venue for more than 40 local organizations which rent the theatre each season.

Following the 2019 completion of a \$3.2 million Capital Campaign, **Diana Wortham Theatre** added **Tina McGuire Theatre** (100 seats) and **Henry LaBrun Studio** (mixed use). The transformed **Wortham Center for the Performing Arts**, increased programming, access, and venue availability for residents and visitors to Western North Carolina.

The Event Manager will facilitate community use of Wortham Center for the Performing Arts by:

- Coordinating and managing all community use
- Communicating effectively with internal staff, clients, patrons, vendors and service providers, colleagues in the community, supporters, and donors
- Working with staff to determine and meet an annual budget goal for rental revenue
- Managing and nurturing new and established client relationships
- Managing rental contracts, settlements, and deposits
- Playing an active role in planning and meeting strategic goals as part of a staff team
- Assisting with recruitment, hiring, and management of part-time staff and volunteers for related programs
- Recruiting, training, scheduling, managing and supervising ushers, merchandise sellers and café staff
- Overseeing Theatre Café needs including staffing, inventory, financial reporting, ALE training and licensing, and equipment needs
- Collaborating with staff to determine budgetary goals and benchmarks for related areas
- Working with staff to create and implement emergency preparedness plans and systems
- Serving as the lead House Manager for Wortham presented events
- Performing other duties as assigned

Qualifications:

- Bachelor's Degree in Arts Management, Performing Arts or related degree preferred
- Personal passion for and belief in the transformative power of the arts
- Three to five years related work experience including leadership, staff, and volunteer management

- Experience in venue event management, commercial promotions, and community arts
- A working knowledge of technical theatre language and tools
- Outgoing personality with a skill for building relationships with clients
- Basic understanding of financial reporting and settlements
- Excellent customer service, communication, and interpersonal skills
- Proven ability to manage multiple tasks simultaneously
- Solid analytical and problem-solving skills, ability to work independently
- Basic understanding of ticketing platforms and web interface
- Excellent computer skills with experience using word processing, spreadsheet, database, and presentation software

Special Considerations:

- Will often be required to walk, stand, sit, and lift up to 35 pounds
- This position requires a valid NC Driver's License and clean driving record
- This position works with minors
- This position requires night and weekend work based on projects and performance schedules
- Periods of high volume/workload may be required

The position will remain open until filled. Wortham Center for the Performing Arts offers a competitive salary, and excellent benefits such as health, dental, life insurance, parking, vacation, and sick pay.

Application

Submit a cover letter and current resume as one document to rae@worthamarts.org by April 15, 2021. Please indicate in the subject line: Event Manager. No calls or drop ins.

The successful candidate for this position will be subject to a comprehensive pre-employment background check including but not limited to social security verification, education verification, national criminal background checks, motor vehicle checks, PATCH, FBI fingerprinting, Child Abuse Clearance and credit history based upon the requirements of the position.

Wortham Center for the Performing Arts is an equal opportunity employer and does not discriminate on the basis of race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information, or physical or mental disabilities which do not prevent performance of essential job tasks.

Wortham Center for the Performing Arts is committed to recruiting, supporting, and fostering an equitable, diverse, and inclusive community of outstanding staff members and volunteers. Those who share this goal are encouraged to apply.