



OPERATIONS AND RENTAL COORDINATOR

Reports to Managing Director

Theater Works is a community theater that produces 14 productions each year along with various educational programs and also acts as the managing tenant of the Peoria Center for the Performing Arts (PCPA). The Operations Manager supports various aspects of the operations of the theater, coordinates rentals of the PCPA and City of Peoria events inside the Peoria Center for the Performing Arts. H/she will focus on coordinating smooth and seamless events in the Peoria Center for the Performing Arts, and guaranteeing a high caliber of organizational operations. This position acts as a liaison to the City of Peoria maintenance and facility teams, third-party vendors to the City and Theater Works vendors. The Operations Manager must have the ability to contribute in all areas of the organization as they're needed.

SPECIFIC RESPONSIBILITIES INCLUDE:

- Overall appearance of theater spaces
- Provide event management from point of rental inquiry to execution of events for all theater rentals, community events and City of Peoria events ensuring an exceptional experience for both renter and audience member
- Works alongside Managing Director to provide support to the City of Peoria for the execution of any maintenance, CIP or other direct facility needs as well as reporting requirements
- Alongside the Production Manager, maintains the theater's Master Calendar scheduling activities of the Peoria Center for the Performing Arts and ensures setup and technical needs are communicated and executed for non-TheaterWorks events
- Responsible for the training and execution of Emergency Policies and Procedures and compliance standards
- Liaison between City of Peoria and Theater Works vendors
- Monitor and maintain revenue of the theater rental program
- Manage the theater's concession services including budgeting, offerings and operation
- Act at the theater's ADA compliance and accessibility coordinator
- Collaborate with Patron Services Manager to ensure full and complete communication with third-party renters for Patron Services event support
- Provide back up support for House Managers and Patron Services
- Exhibits excellent customer service to all audiences
- Support for all departments of the theater as necessary

SKILLS

- Effective communicator
- Computer and internet proficiency
- A genuine interest in and knowledge of the theater
- Proven organizational skills and ability to multi-task

- Strong writing skills
- A creative problem-solver
- Self-directed and eager to grow
- Willing to take ownership over projects and has exemplary follow through
- Positive attitude
- Ability to work solo and as part of a team
- Must be able to lift 20 pounds

QUALIFICATIONS A successful candidate will have career experience in operations, project management, event management or a related field. He or she will have proven initiative and will be a highly organized, self-driven team player. The ideal candidate will be flexible with the ability to work independently and as part of a team, and will be able to work successfully under pressure and find creative and efficient solutions. The position requires four years minimum professional or related experience OR equivalent combination of education and experience (Bonus if experience with non-profit). Theater experience a plus.

POSITION This is a Full Time hourly position with benefits. Requires attendance at performances and events outside of normal hours on a regular basis.

TO APPLY Applicants for this position should send a resume and cover letter to:

Cate Hinkle
Managing Director
Theater Works
10580 N. 83rd Drive
Peoria, AZ 85345
or to cateh@theaterworks.org