

Weatherwane Playhouse 2010 Job Opportunity

General Manager Position

All positions include a weekly salary/stipend, housing, and free gym membership.

Interested candidates should submit resume, cover letter and portfolio samples to:

Matthew Trombetta, Managing Artistic Director
at matthew@matthewtrombetta.com or jobs@weatherwaneplayhouse.org

OR

Matthew Trombetta, Managing Artistic Director
P.O. Box 607
Newark, OH 43058-0607



POSITION: General Manager

The General Manager supervises all activities connected with operating the summer theatre, except for the onstage productions themselves. GM assists the Managing Artistic Director with daily operation and management of the theatre and reports to the MAD and President of the Board.

This is an intensive position with wide-ranging responsibilities including marketing, accounting, human resources, company management, administration, facility supervision and mentoring. Candidates must work well under pressure, possess strong organizational and interpersonal skills and have a positive attitude. Strong computer skills and familiarity with the Microsoft Office Suite are required.

Detailed Areas of Responsibility

1. Administrative
 - Supervision of Box Office Manager and all box office operations; help coordinate dress rehearsal audiences
 - Set up business office (fax, internet, phone lines, etc.)
2. Publicity
 - Coordinate promotional and publicity activities for the Playhouse (T-100, WOSU, 4th of July Parade, HS Program)
 - Design and implement lobby displays
 - Compose and distribute press releases
 - Advertising in Media (newspapers, radio)
 - Arrange for photography/photo-call, publicity
 - Organize season merchandise (if any)
 - Coordinate all program information for all main stage productions
3. Budget
 - Record all expenditures and profits to the budget in coordination with MAD
 - Control and keep track of petty cash expenditures and reimbursements
 - Payroll
 - Collect and organize tax-exempt forms and W-9 forms
 - Work with Board treasurer to reconcile expenditures
4. Company Management
 - Coordinate all travelling Company Members
 - Catalogue and track borrowed script/score materials
 - Pick up and distribute company mail
 - Record all Children's Theatre information for Children's Theatre Programs
 - Coordinate w/ YMCA regarding free gym memberships and workshop classes
 - Coordinate food and drink for strikes and distribute cast party directions.
 - Supervise Company Housing assignments and house supplies
5. Physical Plant
 - Act as liaison between the theatre and its Board of Directors
 - Identify maintenance issues, and seek necessary help for repairs, etc.