**Executive Director**

**Historic Ritz Theatre Inc.**

**Winter Haven, Florida**

**Overview:**

 The Ritz seeks an energetic, enthusiastic, organized, detail oriented, task oriented, creative executive director and venue manager to handle the operations, maintenance and bookings for our beautifully renovated historic movie theatre. This 1925 structure has been re-imagined as a multi-purpose venue and is the keystone for downtown entertainment. Must be willing to work long hours, including nights and weekends.

**Responsibilities**:

* Plan, organize, manage all supervise bookings for events and rentals. Arrange multiple events per month and eventually per week. Fill in days where the Ritz is not hosting an event with rentals such as weddings, meetings, receptions etc.
* Liaison with clients to determine event requirements. Liaison with catering services.
* Interface with the community, both businesses and individuals, to elevate the profile of the Ritz and generate revenue from sponsorships, donations and grants.
* Communicate with the board on objectives and progress, along with feedback from attendees. Collect and present financials for events in Excel/Sheets for board review.
* Promote events through a wide variety of marketing resources including website, social media and print.
* Secure rentals for theater and coordinate renters’ needs (i.e. volunteers, keys, resources, cleaning). Coordinate volunteers. Secure resources needed for renters.
* Develop of pricing packages and negotiate with clients.
* Supervise support personnel.
* Coordinate the rental of necessary equipment (sound, projection, furniture, etc.).
* Manage all maintenance, repairs and cleaning necessary for the property, equipment and facility.
* Ensure the venue and facilities are clean and organized.
* Manage all administrative tasks such as financial management, insurance, booking/rental schedules and invoicing.
* Post photos and updates to Facebook and use a broadcast email tool, such as Mailchimp, for updates to the public. Advertise/announce events via Facebook, and reach out to organizations such as the WH Chamber of Commerce, Polk Arts Alliance, The Ledger, Haven Magazine, etc., for their assistance in advertising events.
* Communicate and enforce of all security regulations and protocols.
* Secure sponsors, donations and grant writing

**Professional requirements:**

* Bachelor’s degree.
* Minimum of two years experience as a theater venue or events manager.
* Excellent promotional skills.
* Working knowledge of safety measures and risk management strategies.
* Excellent interpersonal and communication abilities.
* Exceptional organizational and time management skills.
* Proven leadership abilities.

Those interested should send their information to bobgernert@gmail.com