



## **Now Hiring: Operations & Events Manager**

The Long Center for the Performing Arts is seeking a full time Operations & Events Manager responsible for coordinating and executing the day to day administrative, business and production operations of the theater.

The Operations & Events Manager works directly with the Executive Director, Technical Director, Business Office Manager and Box Office Manager to maximize the overall functionality of the venue and works collaboratively to manage the interests of all constituencies using the theater.

The ideal candidate will be friendly, well organized and detail oriented. The ability to remain calm and level headed while working in a fast-paced environment is crucial. The position requires a flexible schedule that includes evenings and weekends and occasionally requires light physical labor such as moving chairs and tables.

A Bachelor's degree in related field or equivalent experience and excellent written and verbal communication skills are required. Experience in the non-profit sector is a plus.

### **Essential Job Functions**

#### **Operations and Scheduling**

- Work with Executive Director to prepare and manage rental contracts
- Monitor and maintain project flow spreadsheets
- Manage and assign front of house, box office, concessions and volunteer staff and work with Technical Director to assign theater technicians
- Provide event management for various events presented by outside organizations including assisting with hospitality and transportation

#### **Facilities Management**

- Communicate and manage building maintenance, security and cleaning issues, working closely with the City of Lafayette facilities staff
- Act as manager on duty for major events (including nights and weekends as needed)
- Coordinate emergency protocol procedures (fire safety and emergency preparedness training)
- Know and enforce county health code, Homeland Security and ATF information

- Identify, plan and implement new building and equipment needs in tandem with the Executive Director and Technical Director

### **Development**

- Develop sponsorship and program advertising campaigns
- Work with Executive Director to attract outside rentals, promoters, arts organizations, and corporate events
- Present theater news to community organizations and solicit financial support for various fundraising campaigns
- Identify and cultivate annual campaign donors

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This is a full-time/exempt position; annual salary range \$30k-\$35k commensurate with skills and experience

A check of criminal conviction records may be required for employment

Deadline submission: Monday, February 18<sup>th</sup>

**Interested applicants please submit the following by email to [cisbell@longpac.org](mailto:cisbell@longpac.org) (no phone calls please):**

- **cover letter including salary requirements**
- **resume**
- **two professional references**