

# Alberta Bair Theater

for the performing arts

## JOB DESCRIPTION

Title: **Venue Manager**  
Salary: Commensurate with skills and experience  
Hours: Varies  
Full Time: Exempt  
Reports To: Executive Director  
Supervises: Venue Staff and Volunteers

## SUMMARY

The Venue Manager is responsible for all operational aspects of the Theater and is charged with delivering an exceptional patron experience from ticket purchase until end of the performance. Direct oversight is focused on the Box Office, Technical Team, Front-Of-House and Artist Services. This individual will be responsible for managing community rentals and increasing the profitable utilization of the theater outside of the ABT's mission-based programming.

Exceptional patron experience includes safety and comfort for each performance, 100-150 annually, so that patrons enjoy a safe, pleasant experience. Supervising the concessions as well as other logistical issues that ensure theater operations run smoothly. This person will manage a volunteer corps of approximately 150 people including training, recruitment, and scheduling. This person serves as House Manager at all events. This person will work with the Technical team to ensure all aspects of the event are advanced. This person will work with artists, managers, and agents in coordinating all aspects of hospitality including meals, transportation, accommodations, artist merchandise, and event security. This includes promoters and community organizations utilizing the venue as well as artists contracted by the Alberta Bair Theater. This person will supervise and work closely with the Box Office team in cooperation with ABT Marketing Department.

As a representative of the theater this person must exhibit strong communications skills, good humor and a professional appearance. They must be decisive and able to work in a fast paced, stressful environment as well as work collaboratively with all staff and key stake holders to insure high professional standards. This position will be required to work flexible hours including nights, weekends, and holidays. In addition, the Venue Manager must possess computer skills and ability to work with databases and spreadsheets, financial management skills including budgeting, inventory management and reporting and knowledge of regulations pertaining to health and occupancy codes.

Success in this role will be measured by patron experience through patron surveys, touring company and artist experience through surveys, growth in concession revenue, growth in rental revenue and growth in individual and series ticket sales.

To apply send a letter of interest and resume to: Jan Dietrich, Executive Director  
Alberta Bair Theater  
P.O. Box 1556  
Billings, MT 59103