STRAND THEATER MANAGER

Job Description:
The Strand Theater Manager is a contract position with a hourly rate of up to $18.00 for 40 hours per week through June 30th 2005 with the possibility of an extension. He/She will provide the following services:

- Managing all aspects of rentals:
  - Respond to inquiries in a rapid and professional manner, communicating effectively all legal and financial requirements to potential renters;
  - Gather and evaluate information prior to booking the Strand including application form, references, etc;
  - Prepare rental contracts for execution including all required payments;
  - Secure permits related to rental use;
  - Distribute copies of executed contracts to appropriate parties including Controller of the Fund for Boston Neighborhood Inc.:
  - Ensure that the appropriate parties are on site before, during and after each rental day (i.e. tech director, box office staff, security, ushers, police details, cleaning crew);
- Maintain and update central calendar, sharing that information with appropriate parties and updating website;
- Oversee box office system that will support renter of the space;
- Act as liaison to the community at all times, in a professional and respectful manner;
- Respond to community interests, concerns and question, making referrals to appropriate parties as needed in careful coordination with direct supervisor;
- Attend community meetings where a representative from the Strand Theater is warranted;
- Communicate interest, concerns and question to appropriate city agencies in careful coordination with direct supervisor including all matters related to maintenance, repairs, cleaning, physical plant, fire and assembly permits, etc;
- Participate in meetings with representatives from various city agencies who are assisting with the management of the Strand Theater as needed.
- Provide assistance to appropriate city agencies with special events.

The Strand Theater Manager will report to Susan Hartnett, Director of the Office of the Arts, Tourism and Special Events for the City of Boston and President, the Fund for Boston Neighborhood, Inc. or her designee.

Qualifications:

Minimum of 5- 7+ years experience in Performing Arts Facility Management and/or BFA preferred.

Candidates must have excellent leadership, communication and management skills,
Demonstrated experience in managing and booking venue(s)
Ability to promote performing arts program including concerts,
festivals, performing art series .
Ability to collaborates with appropriate staff.
Technical skill in box office administration and its equipment a plus.

Submit cover letter, resume and three references to "Strand Theater Manager Search", c/o Fund for Boston Neighborhood Inc, P.O. Box 961555, Boston, MA. 02196. Only those applicants who are selected for interviews will be contacted. No phone calls please. 1-2005