

Theater Programs Manager Position Description

Dept: Education	Reports to: Director of Education		Direct Reports: Theater Technicians
Type: Full Time	FLSA: Exempt	Date: 9/2022	Rev. Date:

POSITION PURPOSE:

The museum seeks a Theater Programs Manager to create and deliver a plan for film, music, drama, and dance to take place predominantly in the theater. This role will interface directly with community partners that rent the space for performances in order to support the vibrant arts community in the city of Hartford and across Connecticut, while enhancing the strategic plan of the Wadsworth to celebrate art, demonstrate relevance and public-ness, and to animate our campus.

The Wadsworth Atheneum's theater opened in 1936 and has been the site of extraordinary and innovative performances in dance, theater, music and film for nearly a century. The theater offers a space for experiences that complement and amplify the collections and exhibition program at the Wadsworth, that bring art to life, that provide cutting-edge cultural opportunities, and that support community-building activities with longstanding and new arts and cultural partners.

ESSENTIAL RESPONSIBILITIES:

- Conceive and implement a dynamic program in collaboration with internal staff that reflects the vibrancy and creativity found in the museum's collections and special exhibitions
 - Programs may include film series or single showings, dance, drama, and music performances
 - Plan theater programs relating to special exhibitions and the collections
- Serve as primary liaison with individuals and community groups for theater rentals for public and private use
- Manage the day-to-day operations of the theater including oversight of equipment and facility
- Manage the audio-visual technicians' responsibilities and schedule
Work closely with Grants Manager to prepare program proposals and reports for funders. Support Development to investigate and propose new opportunities for funding and to report to funders
- Prepare quarterly and annual reports detailing activities

- Work with Marketing and Communications to develop program promotion in print and online
- Serve on various museum-wide staff committees as needed

Education and Experience

- Master's degree (preferred) in film studies, theater, dance, museum studies, art history or related field
- Minimum two years experience in the operation of a theater
- Minimum two years management experience
- Knowledge of theater operations including projection, sound, lighting, and film

Skills and Abilities

- Excellent verbal and written communication skills
- Outgoing, diplomatic and perceptive, with strong interpersonal skills
- Bilingual (English/Spanish) preferred
- Ability to work collaboratively as part of a team with staff and external associates
- Strong organization and project management skills, and ability to manage multiple projects simultaneously
- Strong budget management skills
- Ability to work with a flexible work schedule, including nights and weekends
- Proficient with Microsoft Outlook, Word, PowerPoint, and Excel, and databases

WORKING CONDITIONS

Physical Demands

- Frequently moves inside the building and travels in theater area; often must ascend/descend stairs; operates a computer and other office equipment. Frequently communicates with staff and others and must be able to exchange accurate information.

How to Apply: Please send your resume and cover letter to

HR@TheWadsworth.org.