

ADVENTURE STAGE CHICAGO

At Vittum Theater
1012 N. Noble Street
Chicago, Illinois 60642

Position Description

Title: Venue Manager
Position reports to: Managing Director
Position status: Full-time, hourly

Job Description:

Under the supervision of the Managing Director of Adventure Stage Chicago (ASC), the Venue Manager will be directly responsible for the profitable development and management of the Vittum Theater and implementation of Adventure Stage Chicago productions. This individual oversees access to the space by multiple stakeholders including ASC, additional Northwestern University Settlement House (NUSH) programs, Noble Street College Prep (NSCPS), and renters. The Venue Manager is expected to meet annual revenue goals while also prioritizing access for events that serve the mission of the organization. The Venue Manager is expected to be proficient with the technical inventory of the space (lighting, video projection, sound) to ensure consistent daily functionality. The right candidate will be proactive and self-motivated, possess creativity, excellent collaborative and interpersonal skills, be detail-oriented, and able to work in a high-pressure, deadline-oriented environment. The Venue Manager handles complex and confidential matters, which can call for discrete, independent judgment. He/she also operates in direct communication with the community and, as such, is expected to exhibit enthusiasm for the mission of the Settlement and the purpose of ASC.

Job Responsibilities:

Adventure Stage Chicago Programming

- ❖ Coordinate with ASC Managing Director and Producing Artistic Director to create and maintain the annual calendar of program events.
- ❖ Liaison with Contract Production Manager, providing access to rehearsal space, build space, technical inventory, costume/prop/scenic inventory, and all support materials (procedures, technical drawings, etc.).
- ❖ Provide basic maintenance and upkeep for ASC shows as needed during the run which could include: replacing burned out lamps, painting touch up, carpentry or fabric fixes, etc.
- ❖ In coordination with Contract Production Manager and Stage Manager/crew, transition stage and scenic elements for shared usage of space pre-/post-show.
- ❖ With Contract Production Manager, coordinate and attend strike of each production and restore lighting instruments to rental and/or rep plot.
- ❖ Assist Managing Director/Producing Artistic Director with production calendaring, production personnel hiring/contracting, and production personnel payroll.
- ❖ Provide front-of-house support for ASC Education Matinees.

Rental Sales & Management

- ❖ Meet or exceed annual rental sales goals.
- ❖ Handle all leasing, scheduling and administration (including Accounts Receivable) of rental groups.
- ❖ Schedule and lead walk-throughs of the theater and adjacent spaces for all current and potential renters.
- ❖ Effectively maintain an annual operating budget and provide regular updates to Managing Director.
- ❖ Facilitate hiring, contracting, training, and payroll for all event staff.
- ❖ Work with Audience Services Manager to coordinate event supervision schedule, and front of house personnel for all shifts.

- ❖ Maintain current documents related to policies and procedures, rental pricing, technical packet (with photos of the facilities), and inventory for distribution to renters.
- ❖ Ensure that light and sound inventory, rep plot, tools, etc, are accounted for at beginning and end of each lease period. When necessary, supervise load-ins and strikes.
- ❖ Provide event supervision support for rentals or performances when necessary.
- ❖ Work with the Marketing staff to generate interest for potential rental business.
- ❖ Work as a team with Producing Artistic Director and Managing Director to develop new and innovative projects for the theater.

Facility Usage

- ❖ Manage the reservation calendar and technical needs for all events in Vittum Theater, including (but not limited to):
 - ASC events such as rehearsals, performances, presentations, load-ins, load-outs, workshops, classes, and special events.
 - NUSH and NSCPS events (commonly referred to as Community Access) such as Town Halls, Open Houses, Orientations, Graduations, Talent Shows and Concerts.
 - Rentals
 - Whenever necessary, schedule and lead production meetings with the primary contact of each event.
- ❖ Provide daytime supervision of the theater as needed; be on call for evening and weekend events.
- ❖ Train event supervisors to cover shifts on evenings and weekends.
- ❖ Manage Vittum Theater key usage.
- ❖ Communicate the most up-to-date safety and emergency procedures, as directed by internal NUSH policy, to all ASC staff.
- ❖ Maintain and manage usage of the theater's entire technical inventory (including power tools, lighting, sound, and projection equipment, etc.); be capable of solving problems that arise from regular usage of that inventory and schedule repairs as needed.
- ❖ Work with NUSH Chief of Facilities to:
 - Coordinate larger space maintenance projects and schedule cleaning crews.
 - Support PAV licensing process.
- ❖ Maintain a clean and well-ordered shop space to maximize safety and organization.
- ❖ Manage costume/prop/scenic inventory and transport of items stored off-site.
- ❖ Keep fire-proofing of draperies up-to-date.
- ❖ Regularly update content on 1012 N. Noble marquee.
- ❖ Coordinate the ordering of supplies for general theater needs.

Additional duties as needed:

- ❖ Select, contract, and supervise production interns as needed.
- ❖ Coordinate and supervise high school interns selected by NSCPS.

Minimum Qualifications:

- ❖ Bachelor's Degree or at least 3 years of production/event management experience in a professional setting.
- ❖ Broad working knowledge of all technical areas of theater production, especially lighting, sound and video projections. Capable of budgeting and cost estimating.
- ❖ Possess initiative: ability to monitor workload to ensure efficiency and diligence.

- ❖ Ability to work under pressure; willingness to assume a variety of assignments, work independently, and delegate tasks efficiently.
- ❖ Ability to organize workload and prioritize demands to meet deadlines.
- ❖ Ability to read and interpret technical drawings, light and sound plots in order to determine potential impact on our theater facilities and inventory.
- ❖ Ability to communicate professionally with members of NSCPS, NUSH, and theater staffs, theater patrons, performing groups, and the community at large.
- ❖ Working knowledge of Microsoft Windows, Office and Outlook.
- ❖ Valid driver's license.

Working Conditions and Physical Effort:

- ❖ Work is usually performed in an office environment.
- ❖ Some tasks require moderate physical effort and exposure to physical risk.
- ❖ Venue Manager may be required to climb ladders, work in tight spaces in the catwalks or attic, and occasionally lift 40 -50 lbs.

Evaluation:

The Venue Manager is evaluated annually (and periodically, as deemed necessary) by the Managing Director of ASC based on the following objective and subjective criteria:

OBJECTIVE

- ❖ Achieves annual rental revenue goals.
- ❖ Consistently manages space reservations and occupancy calendars.
- ❖ Technical inventory remains well-maintained; shop/storage space is consistently organized and clean.
- ❖ Occupational expenses including capital acquisitions, repairs and replacements are regularly accounted for and on budget.
- ❖ Attends all NUSH in-services and complete volunteer hours
- ❖ Timely completion of projects delegated by the Managing Director.

SUBJECTIVE

- ❖ Consistently executes internal theater policies and procedures; works to develop new knowledge, skills and abilities; willingly takes on new responsibilities.
- ❖ Maintains harmonious relations, internally and externally; demonstrates flexibility in managing change and maintains positive approach in dealing with uncertainty.
- ❖ Maintains an ethical and positive work environment; communicates respectfully; works cooperatively to accomplish program goals; provides adequate support to staff, artists and schools.
- ❖ Implements practical solutions to day-to-day problems; prioritizes responsibilities; avoids crisis.
- ❖ Contributes positively to the growth of ASC programming.
- ❖ Contributes positively to the integration of ASC with Settlement programs
- ❖

To apply, please submit your cover letter, resume, and references to

email: marykate@adventurestage.org
 fax: 773.278.7471
 post: Adventure Stage Chicago, 1012 N Noble, Chicago IL 60642
 No Phone Calls Please