



# Art and Culture Center/Hollywood

## Theater Program Manager

### Why You Should Join Our Team

Our mission at the Art and Culture Center/Hollywood is to cultivate creativity and the support of the arts in our community through education, innovation, and collaboration. For almost 50 years, the Center has promoted excellence in the visual and performing arts via contemporary gallery exhibitions, stage performances, documentary films, artist talks, and educational programs that reflect the highest standards of artistry and diversity.

We are excited for you to join our dedicated and enthusiastic team in fulfilling a commitment to make an impact in our community by helping to design and curate performing arts experiences for residents and visitors alike. Our programs will immerse guests and residents of all ages in transformative cultural arts experiences while surrounding you in a positive environment that embraces ingenuity, an innovative spirit and a commitment to excellence through creative pursuits.





The Theater Program Manager will partner with parents/guardians, guests, youth, seniors, volunteers, and community partners to hold ourselves accountable for the investment that our Stakeholders, Benefactors, Local, County and State governments have made in the Center to activate arts education and cultural arts experiences. Our goals are to expand perspective and communication strategies, develop artistic skills, build connections, and have an overall positive experience exploring cultural arts.

### Duties and Responsibilities

This position is a great fit for a dynamic individual who is energized by collaborating with partners and individuals in the arts community to deliver performing arts programming of diverse genres to all ages that is inclusive, thoughtful, and intentional. The individual will be passionate about immersing themselves in the local community, exploring other cultural organization strategies both local and abroad, and creating a collective spirit that activates, connects, and elevates the Center's performing arts programs.

The Theater Program Manager will work closely with the Executive Director, Theater Director, Education Coordinator, Marketing, Development, and the Connect Council. This position will report to the Executive Director.

### **Specific Responsibilities**

-  Design the Center's performing arts program standards incorporating exposure to all facets of the performing arts and theater landscape.
-  Assist with recruitment and oversee performing arts contractors and staff.
-  Oversee the out-of-school performing arts programs for Fall, Winter and Summer Camps.
-  Work closely with the Education Coordinator during the registration process and effectively survey participants for post program feedback.






- 🎨 Support Marketing to ensure calls to action, registration activations, workshops, performances, and other activities are promoted to the public in a timely fashion.
- 🎨 Strengthen the Development and program design efforts by sharing insights, timely participant activity reports, testimonials, and improvement suggestions.
- 🎨 Coordinate with the Theater Director to assist with the management of production schedules, rental inquiries and original productions activated in the Hollywood Central Performing Arts Center managed by the Center.
- 🎨 Establish partnerships with external performing arts organizations and other entities to incorporate resources that will enhance and elevate the Center's performing arts quality of standards and profile.
- 🎨 Work closely with the performing arts creative teams to define the structure for rehearsal, production schedule and team meetings.
- 🎨 Facilitate effective communication between the creative teams, cast, and parents/guardians.
- 🎨 Oversee rehearsals and assess progress to facilitate the positive development of performers.
- 🎨 Coordinate with the technical director, set designer, lighting designer, and sound designer to schedule and execute technical elements for productions.
- 🎨 Conduct dress/technical rehearsals to integrate all added elements with the performances.
- 🎨 Serve as the primary point of contact during performances for the performers, support staff, crew, and creative team.
- 🎨 Assist with technical cues during performances, including lighting, sound, and set changes as needed.
- 🎨 Address any emergencies or technical issues that arise during performances or rehearsals.
- 🎨 Implement and enforce safety protocols to ensure the well-being of the performers, support staff and tech crew.

### **Education Level, Knowledge and Work Experience**

- 🎨 Performing arts based degree, structured apprenticeship or similar
- 🎨 5+ years experience with managing performing arts programs, creative teams and crews
- 🎨 Experience with designing performing arts programs including structure, timelines, team development, recruitment strategies, creative vision, and performance productions
- 🎨 Familiarity with technical aspects of theater production, including lighting, sound, and set construction
- 🎨 Must have experience working with youth aged 5-18 years

### **Skill Requirements**

- 🎨 Constructive energy and flexible attitude
- 🎨 Reliable, punctual and able to follow a structured schedule
- 🎨 Self-starter with the ability to take initiative, adapt to shifting priorities and develop solutions quickly and effectively
- 🎨 Positive and open approach to collaboration, communication, and teamwork
- 🎨 Strong presentation skills to effectively convey the Center's mission in public forums
- 🎨 Constructive team management style to foster a positive working environment
- 🎨 Interpersonal savvy to make connections with education and community partners
- 🎨 Interact professionally and amicably with community partners, Center Board Members, students, parents, and staff
- 🎨 Ability to remain calm under pressure and solve problems quickly
- 🎨 Effective and efficient written communication skills and time management

-  Proficiency in technical areas such as smartboards, internet functions, virtual meetings and more
-  Adherence to a standard of excellence
-  Unquestionable personal code of ethics, integrity, diversity and project a professional image of trust
-  Must pass a Level 2 background check
-  A valid driver's license and reliable vehicle is required

This is a full-time position. Our office is located at 1650 Harrison Street Hollywood, FL 33020 and our business hours are 9:00 am - 5:00 pm. We have a flexible work schedule and occasional nights and weekends are required for events and special projects.

**Minimal physical requirements to include walking, standing, occasional lifting, sitting at workstation and ability to move about to support camp activities.**

### **Equal Employment Opportunity**

The Art and Culture Center/Hollywood provides equal employment opportunities to all qualified individuals prohibits discrimination against and harassment of any employee or any applicant for employment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.

Apply on Indeed, LinkedIn or submit cover letter and resume to [info@artandculturecenter.org](mailto:info@artandculturecenter.org). Please reference the position you are interested in. No calls please.