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# Example of Theatre Manager Job Description

Our company is growing rapidly and is looking for a theatre manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for theatre manager

* Remain a constant presence at industry events, engaging with the shows we support
* Manage and maintain positive relationships with key suppliers of external services, such as our API partner
* Grow Ticketmaster’s base of theatre affiliates
* Support the growth of Ticketmaster group sales market share
* Support the delivery of the theatre business core strategy
* Proactively advocate additional TM products to new and additional clients
* Show leadership within TM to safeguard that clients are happy with our service and that repeat business and contract renewal is more likely
* Work closing with all departments to ensure smooth operation of the client’s business
* Promote TM at a wide range of conferences
* Prepare compilation of weekly Business Development update reports

## Qualifications for theatre manager

* Broad business and commercial knowledge through minimum of 5 years direct procurement or related experience required
* Broad purchasing knowledge and skills in international and domestic purchasing practices and procedures acquired through formal education (University Degree) and/or minimum of 5 years of experience required
* Six months of supervisory or commensurate leadership experience
* Ability to obtain any required alcohol service licenses or certifications, including T.I.P.S Certification
* One year experience in guest-focused business environment (e.g., bar, restaurant, hospitality)
* Three or more years of management/supervisory experience at a theatre, entertainment complex/venue, or restaurant group preferred