



Example of Theatre Manager Job Description

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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,

- 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