



Example of Theatre Manager Job Description

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Our company is hiring for a theatre manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for theatre manager

- Monitor the activities of competitor companies and provide feedback to senior management team
- Work with other members of the Ticketmaster marketing department to develop third party promotions
- Manage to develop opportunities with both local and national media and promotional partners
- Liaise and work closely with Ticketmaster marketing department as a whole to ensure cross company consistency
- Work closely with the Head of Marketing – Theatre, Arts & Comedy and Business Development Director – Theatre & Comedy to ensure the highest level of service all clients
- Supervise front of house at all major performances and assign student staff for all performances
- Manage off and on campus rental groups including responding to all inquiries, scheduling, confirming dates, preparing estimates, preparing contracts, and managing deposits
- Secure hospitality for visiting artists including housing, transportation, catering, and security
- Supervise Box Office and Patron Communications Manager to ensure all ticketing needs are met
- Lead customer selling efforts of operational products & services and customer stewardship

Qualifications for theatre manager

- Competitive wage
- Experience in supervising a team, and having taken accountability for the running of a busy retail store
- Show how you've successfully supported a store manager to achieve store targets
- Demonstrate how you're a role model to the team in delivering the highest standards of store presentation and customer service
- Demonstrated commitment to work with ages 5-18 years old