



Theater and Programs Manager

Full Time, day time office hours with some evening and weekends

Salary: \$39,000 - \$42,000

Theater & Programs Manager is at the center of all programs and events at TCA's theater, Encore Gallery, and drive-in events in the backlot. This position works alongside TCA staff and in collaboration with over 50 groups and individuals a year to produce film, music, dance, and theater programs and events. A person thrives in this position who is proficient in and enjoys organizing information, leading a team, written and verbal communication, customer service, and cultivating partnerships and collaborations.

To apply: Submit a letter of interest, resume, and three work references to info@tcataos.org by Sept. 15, 2022. **Questions?** chelsea@tcataos.org or 575-758-2052

Responsibilities

Programs

- Works with Executive Director and other staff to develop programming
- Cultivate and establish relationships with organizations and individuals, serve as main point of contact for renters, collaborators, and partners
- Manage and execute facility use rental agreements, oversee inquiries and contracts
- Work with facility renters and partners to facilitate the use of TCA's spaces
- Serve as primary liaison to cast, crew, and creative team for all productions
- Manage events through working with technical staff, front of house staff, and volunteers
- Work with staff to develop and administer internship and mentorship programs
- Participate in a central role in film programming and communication with distributors
- Work with Community Outreach manager to develop marketing materials around events
- Collaborate with House Manager and Operations Manager to create and maintain customer service policies and procedures, including but not limited to ticketing policies, theater house rules, COVID safety measures, and emergency safety plans
- Proactively address unanticipated logistical challenges and crises in creative ways

Theater and Facilities Operations

- Lead a team of technical and facilities staff
- Work with theater technicians and consulting specialists to troubleshoot and manage maintenance and repairs of theater equipment and building
- Manage TCA's internal calendar of theater activities and events

- Central role in coordination of overall operations with Operations Manager and Front of House Manager
- Coordinate schedule of theater technicians for events
- Manage production and maintenance logistics of all theater activities and events
- Organize and oversee custodial maintenance
- Communicate with contractors, plumbers, electricians about maintenance of TCA's spaces
- Assist in coordination of installing and de-installing exhibitions in the Encore Gallery
- Liaison with Town of Taos for use of facility for town sponsored events
- Assist in maintenance of Stables Gallery, Stables Courtyard and surrounding TCA campus
- Maintain records and documents in a shared drive
- Work with Front of House Manager to oversee Veezi ticketing software and time.ly calendar
- Work with Operations Manager to order theater supplies
- Ensure safety regulations
- Attend board meetings and other selected TCA Committee meetings
- Active involvement in budgeting, marketing and fundraising

Qualifications

- Strong written and verbal communication skills
- Proficient in or willing to learn the basic principles of theater technical arts (lighting, sound, stage management)
- Comfortable with hands-on facilities related work, including custodial activities and willingness to perform routine task associated with facility upkeep
- Ability to work flexible hours during weekends and evenings
- Ability to problem solve
- Have a genuine care for audiences
- Strong staff management skills – ability to establish and maintain a positive work environment
- Ability to artfully manage time in a fluid, fast-paced environment

About Taos Center for the Arts

The Taos Center for the Arts draws on its history as a dynamic leader for arts collaboration and partnership. Originally established by a group of working artists in 1953 and situated in the heart of Taos, the TCA serves and engages Northern New Mexico communities. With a 275-seat theater and two galleries, the TCA curates culturally relevant films, art exhibitions, and live performances as well as provides local, regional and internationally renowned artists, thinkers and performers the space to inspire creativity and foster a thriving love for the arts.