

Organization: Friends of the Midwest Theater
JOB DESCRIPTION

Job Title: Event & Drive-In Manager

Reports to: General Manager

Date: 4/25/2022

The Midwest Theater, a nonprofit organization devoted to the presentation and discussion of performing arts, film, and community events is looking for a full time (32-40 hours per week) Event & Drive-In Manager to join our staff.

Responsibilities: The Event & Drive-In Manager will be responsible for event planning and execution, including special programs at the Midwest Theater & Midwest SkyView Drive-In year-round programming and rental engagements. Due to the nature of the position, our Event & Drive-In Manager schedule will adjust from week to week to accommodate scheduled events in the evenings and on weekends. Responsibilities include, but are not limited to:

Patron Experience

- Managing and executing logistics for special programs at Midwest Theater, including special screenings with introductions, post-show discussions, live performances to silent films, and other events
- Ensuring that staffing and volunteer needs, pre-event preparations and floor plan adjustments are all in place for successful events.
- Overseeing special events FOH from setup-to-strike and coordinating as needed with theater staff and volunteers.
- Oversee Weekly concessions ordering & inventory management at both the Midwest Theater and at the Midwest SkyView Drive-In based on weekly event attendance projections.
- Oversee concessions operations at the Midwest SkyView Drive-In by acting as key holder and on-site/hands on kitchen manager 3-4 nights a week during the drive-in seasonal operation schedule.
- Communicating and collaborating with staff to ensure smooth execution of events, including initiating, updating, and communicating the Day of Show Document.
- Working collaboratively with all Midwest Theater staff to plan and execute all fundraising events.
- Working with the General Manager on the overall theater schedule.

Marketing

- Deliver Consistent Quality Customer Experience - Communicate expectations to staff and volunteers about Midwest Theater programming and mission.
- Co-manage social media posts as directed by Executive Director & General Manager year around.

Other Expectations

- Identify opportunities to improve patrons' experience and apply continuous improvement principles to work at the Midwest Theater.
- Report any malfunctions and safety concerns in the lobby, theater and at Drive-In to the General Manager or Executive Director.
- Maintain cleanliness of all public areas during Midwest Theater operating hours.
- Maintain cleanliness of concessions trailer, bathrooms, trash in lot, light weeding of all areas at the SkyView Drive-In season.
- Take proactive measures to ensure that patrons have a positive experience at the Midwest Theater & at the Midwest SkyView Drive-In.
- Assist with Team Projects and other duties as assigned.

Time Expectations

During the Drive-In season, the Event & Drive-In Manager should expect to spend 75% of working hours either prepping for events at the drive-in or working with the concessions volunteers at the Drive-In. The remaining 25% will be spent performing weekly inventory ordering and various administrative tasks as directed, with one ½ day expected to be available to be in the office and join weekly staff meetings. During the off-season (Sept-April) 95% of work time will be focused on event planning for live events, and assisting with Box Office/Ticket sales. At any time you may be asked to cover a projection shift at the drive-in or at the Midwest Theater, as well as assist with boots-on-the-ground event marketing.

Qualifications: Demonstrated experience in events planning, catering & management, with nonprofit experience preferred. This person should be outgoing, show exceptional judgment, be a self-starter, excellent multi-tasker, and possess outstanding organizational and problem-solving skills. Must exhibit a keen attention to detail and communicate well with others. Must be able to coordinate and plan multiple events simultaneously, meet deadlines, and practice discretion when working with guest artists. Strong technical and computer skills, including knowledge of Microsoft Office products and excellent customer service skills required. Experience working with graphic design software and donor database and/or events/ticketing CRM preferred. Must be able to lift up to 50lbs occasionally.

Must have an understanding and appreciation for the Midwest Theater mission.

This position requires 32-40 hours a week including evening and weekend hours.

I hereby acknowledge, that:

A description of the responsibilities involved in this job is listed above. I shall be capable of performing in an acceptable manner, with or without reasonable accommodation, the responsibilities involved in this job, unless otherwise stated below:

Signature

Date

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.