

BCT MANAGEMENT, INC./ BUSKIRK-CHUMLEY THEATER

The Buskirk-Chumley Theater is hiring a forward-thinking, detail-orientated, results-driven Associate Executive Director to lead all aspects of our Operations team.

To apply: send a resume, cover letter and three references to Jonah Crismore, Executive Director, at director@buskirkchumley.org.

Role Description:

ASSOCIATE EXECUTIVE DIRECTOR

Full-Time, Exempt, 40hrs/Week

EXPERTISE

The Associate Executive Director is responsible for planning and implementing of all BCT Management Inc.'s day-to-day operations. The ideal AED will be exceptional at maintaining BCT Management Inc.'s current extemporary levels of service, while also being flexible to proposing improvements for them. The AED will have demonstrated supervisory experience over multiple teams, with a variety of skill types and experiences. The AED will serve as the primary supervisor of the Buskirk-Chumley Theater's Operations staff, including Business Director, box office, concessions, event, front of house, custodial and maintenance, as well as a team of dedicated volunteers.

As a member of the Buskirk-Chumley Theater's senior management team, the AED will be involved with all organization-wide strategic planning and evaluations. The AED will work with all other departments and report directly to the Executive Director. The AED will act as the Executive Director in their absence.

ESSENTIAL FUNCTIONS, RESPONSIBILITIES, KNOWLEDGE, and SKILLS

- Supervises box office and event operations, as well as contracted event employees and volunteers.
- Provide administrative support for accurate invoicing, inventory management and ordering a variety of supplies.
- Maintains a master schedule of box office and event personnel so appropriate staffing is provided whenever theater is open.
- Hires all members of the Operations staff, ensuring BCT Management Inc. is upholding its commitment to welcoming staff from diverse backgrounds and experiences.
- Oversees the occupational development of all Operations staff, conducting initial and regular training, relaying updates in a timely manner and keeping all staff informed of change.
- Conducts scheduled performance reviews of all Operations staff.
- Assists with the development and management of the annual operating budget as it relates to theater operations.
- Tracks and approves purchases and expenditures for multiple areas of the Theater.
- Attends and conducts regular meetings with a variety of audiences including staff, City of Bloomington employees, BCT Management Inc.'s board of directors, patrons, donors and other stakeholders.

- Ensure facility repairs, updates and upgrades are relayed to appropriate parties and maintains log of all facility-related needs for a century old theater. Maintains calendar of regular facility-related inspections and make any adjustments necessary.
- Assists in strategy for ensuring the Buskirk-Chumley Theater patron experience is the best performing arts experience in the region.
- Assist Executive Director with on-site event settlements, as well as ensure Business Director has all necessary documentation for billing theater rentals.
- Will need to be able to jump in to fill in a variety of roles, including but not limited to box office, concessions, front of house, hospitality and event direction.
- Occasionally will represent the Theater at public events.

REQUIRED EDUCATION/EXPERIENCE and LICENSE CERTIFICATIONS

- Education required: Bachelor's degree in the areas of arts administration or non-profit management, or related field (e.g., arts management, business administration, event management)
- At least three years' experience at a theater or similar non-profit organization, or a similar patron-facing, supervisory role in a fast-paced environment.
- Demonstrated experience, knowledge and skills in the day-to-day operations for a mission-based organization.

SUPERVISION RECEIVED

Receives broad administrative oversight under the direction of the Executive Director. Works within a framework of general policies and procedures. Collaborates with other colleagues to deliver project outcomes in line with mission of organization.

SUPERVISION EXERCISED

Exercises broad supervisory responsibility over Operations staff including both full and part-time employees.

WORKING CONDITIONS

- Regularly sitting and performing various repetitive actions and extensive use of keyboards, mice monitors, and varied digital devices, requires using hands to finger, handling or feeling and repetitive motions.
- Frequently standing, walking, moving about on foot to accomplish tasks, and moving from one work site to another.
- Work has standard vision requirements; frequent speaking, vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
- Frequent to occasional travel, entering and exiting vehicles, driving, moving, and carrying materials to and from various locations.
- Occasional moderate lifting (25 lbs.) and infrequent heavy lifting (up to 50 lbs.). Assistance with excessive loads is required.
- Shared theater office working conditions; moderate exposure to office/maintenance chemicals (cleaning solutions, glue, paint, etc.).
- Occasional exposure to fluctuations in interior conditions such as noise and temperatures.

- May encounter exposure to outside elements, heat, cold, rain, snow, ice, etc. when traveling on theater business.
- Infrequent climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms.
- May experience conditions with music and noise at loud levels.

REASONABLE ACCOMMODATIONS STATEMENT

An individual must be able to perform, with or without reasonable accommodations, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Department:	Operations
Reports To:	Executive Director
Benefit/FLSA Status:	Regular, Full-Time, Non-Exempt
Classification:	Executive Team
Hours/Week:	40
Compensation:	\$50,000 - \$75,000 annually

Buskirk-Chumley Theater employees may be assigned to work on weekdays, evenings or weekends. BCT Management, Inc. remains open during local academic breaks and we are unable to accommodate extended absences, including those associated with semester breaks. BCT Management, Inc.’s work schedules adjust in response to changing operational needs.

This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, assignments, or working conditions associated with this job.

BCT Management, Inc. is an equal opportunity employer and values diversity in its employees, patrons and community. We encourage applications from members of underrepresented minority groups.

BENEFITS

- Paid time off
- SIMPLE IRA contribution match after first year anniversary
- Group health plan.
- Access to free tickets to some shows at BCT.

Posted 11/15/2021, open until filled