

Venue Manager – Bama Theatre

600 Greensboro Ave. Tuscaloosa, AL 35401

Summary

The Venue Manager is responsible for the overall management, including front and back-of-house activities, event logistics, facility maintenance, technical coordination, and customer service. This position serves as the primary point of contact for renters, touring artists, promoters, community organizations, and Arts Council staff to ensure successful events and exceptional patron experiences.

The Venue Manager also manages all production logistics for the Arts Council's **TuscArts OnStage** presenting series, coordinating artist hospitality, technical requirements, contracts, travel, accommodations, schedules, volunteers, and event execution from booking through settlement. This position requires administrative, supervisory, technical, and physical responsibilities and regularly includes evenings, weekends, and holidays.

Key Responsibilities

Operations Management

- Oversee all activities at the Bama Theatre, ensuring smooth operations for performances, rehearsals, meetings, rentals, films, educational programs, and special events.
- Serve as the primary liaison for renters, promoters, touring artists, production managers, and community organizations using the facility.
- Coordinate all event logistics including scheduling, production timelines, staffing, technical needs, security, custodial services, and patron services.
- Develop and maintain event calendars and facility schedules to maximize efficient use of the venue.
- Manage rental contracts, invoices, settlements, deposits, and financial records related to theatre operations, rentals, concessions.
- Ensure compliance with facility policies, safety procedures, insurance requirements, and contractual obligations.
- Provide technical consultation and operational guidance to theatre users and community organizations.

TuscArts OnStage Series Management

- Coordinate all logistics for the Arts Council's TuscArts OnStage presenting series from contract execution through event completion.
- Serve as the primary operations contact for artists, agents, production managers, and tour personnel.
- Coordinate artist itineraries, travel arrangements, hotel accommodations, local transportation, catering, hospitality, and backstage needs.
- Review artist riders and advance all technical requirements with production personnel.
- Coordinate load-in, sound checks, rehearsals, performances, and load-out schedules.
- Work closely with the Executive Director on artist contracts, settlements, budget tracking, and event planning.
- Coordinate with marketing and pr staff to ensure event information, schedules, ticketing details, and patron communications are accurate.
- Coordinate sponsor hospitality, donor receptions, VIP events, and community engagement activities associated with the presenting series.

Theatre Maintenance

- Ensure the theatre remains clean, attractive, safe, and ready for public use.
- Conduct regular inspections of the facility and identify maintenance needs.
- Perform routine maintenance on stage equipment, lighting, rigging, seating, and theatre systems or coordinate outside contractors as needed.
- Maintain inventory of supplies, equipment, tools, and maintenance materials.
- Coordinate preventative maintenance and repairs with vendors and contractors.

Public Relations & Community Engagement

- Promote the Bama Theatre for performing arts, community events, and private rentals.
- Build and maintain positive relationships with community organizations, promoters, schools, and arts groups.
- Collaborate with Arts Council staff to maintain theatre signage, marquee messaging, calendars, and promotional materials.

- Represent the Arts Council professionally with clients, patrons, sponsors, artists, and community partners.

Security & Facility Oversight

- Ensure the theatre is properly secured before, during, and after events.
- Monitor building systems including HVAC, lighting, alarms, and security systems.
- Coordinate emergency procedures and respond appropriately to facility or patron incidents.
- Ensure compliance with fire, safety, ADA, and occupancy regulations.

Administrative Responsibilities

- Maintain accurate records related to rentals, attendance, production information, inventories, and financial reports.
- Assist in preparing information for board reports, grant applications, audits, and organizational reporting.
- Participate in planning meetings, staff meetings, and Arts Council Board meetings as requested.
- Perform additional duties as assigned to support the mission of the Arts & Humanities Council of Tuscaloosa County.

Supervisory Responsibilities

- Supervise theatre maintenance and custodial personnel.
- Supervise event staff, program assistants, interns, and volunteers during events.
- Help with recruiting and training event staff.
- Foster a positive, collaborative, and customer-focused work environment.

Qualifications

Education & Experience

- Bachelor's degree in Arts Administration, Theatre Management, Event Management, Business Administration, or a related field preferred.
- Minimum of two to four years of progressively responsible experience in theatre, venue, event, or performing arts management; or an equivalent combination of education and experience.

- Experience supervising staff and coordinating live events preferred.

Skills & Abilities

- Strong organizational skills with exceptional attention to detail.
- Ability to manage multiple events and competing priorities simultaneously.
- Excellent verbal and written communication skills.
- Strong customer service and relationship-building abilities.
- Knowledge of live event production, theatre operations, and facility management.
- Experience with ticketing systems, event scheduling software, Microsoft Office, and basic budgeting (Audience View and Dubsado are the current platforms).
- Ability to read and interpret contracts, technical riders, and production schedules.
- Sound judgment and effective problem-solving skills in fast-paced environments.
- Ability to work independently while collaborating effectively with staff, volunteers, artists, renters, and community partners.
- Ability to maintain confidentiality and exercise professionalism in all interactions.

Certifications

- Valid Driver's License.
- CPR/First Aid certification preferred or willingness to obtain.

Physical Demands

- Regularly required to stand, walk, climb stairs and ladders, bend, kneel, crouch, and reach.
- Frequently lift, move, and carry equipment weighing up to 50 pounds; occasionally lift to 100 pounds with assistance.
- Ability to work long hours during performances and special events.
- Ability to work evenings, weekends, and holidays as required.

Work Environment

- Work is performed in an active performing arts venue with frequent public interaction.

- Occasional exposure to moving mechanical equipment, theatrical lighting, elevated work areas, and moderate to high noise levels.
- Flexible schedule required to support performances, rentals, and special events outside normal business hours.