



CENTER THEATER MANAGER

Position Overview

The Center Theater Manager provides comprehensive leadership, oversight, and operational management of the Center Theater (CT). This position is responsible for ensuring the artistic, technical, and operational excellence of all performances, events, and community programs presented within the theater. Serving as the central coordinating authority, the Center Theater Manager upholds the mission, values, and long-term sustainability of the Center Theater while fostering positive relationships with artists, patrons, staff, volunteers, community partners, and municipal leadership. This position is responsible for the financial management designated by the Commission, facility operations and event coordination that keep our historic community spaces thriving.

This role requires a high level of professionalism, technical knowledge, organizational discipline, and collaborative leadership. The Center Theater Manager is expected to exercise sound judgment, maintain operational integrity, and ensure compliance with all governing policies, contracts, and safety standards.

While the Center Theater Manager is expected to maintain a working knowledge of theater technology and production practices, the position does not function as a full-time technical operator. Technical and Production services may be filled through contracted providers, part-time staff, or vendors as approved by the Commission.

The ideal candidate is a hands-on leader with strong organizational skills, technical knowledge of theater operations, and a commitment to serving the Hartsville.

Mission & Organizational Alignment

The Center Theater operates under the Hartsville Community Center Commission and exists to serve the cultural, educational, and artistic needs of the community. The Center Theater Manager is entrusted with advancing this mission through ethical leadership, responsible stewardship of resources, and the delivery of high-quality performing arts experiences and civic programming that reflect the Commission's core values of honor, integrity, excellence, dignity, and accountability.

Reporting Structure & Governance

The Center Theater Manager reports directly to the Hartsville Community Center Commission and is accountable for implementing Commission policy and overseeing daily operations.

The Center Theater Manager provides staff support and operational coordination for Commission committees, which may include:

- Fundraising & Development
- Programming & Events
- Facilities & Capital Improvements
- Marketing & Community Engagement

Essential Duties & Responsibilities

1. Operational & Administrative Leadership

- Direct and oversee all daily operations of the Center Theater, ensuring efficient, safe, and professional execution of events and performances
- Plan, organize, schedule, and coordinate all theater usage, rehearsals, productions, and special events
- Develop, maintain, and distribute a comprehensive master calendar for all CT activities
- Establish operational procedures and workflows that promote consistency, accountability, and efficiency
- Ensure all activities comply with the policies, procedures, and guidelines of the Hartsville Community Center Commission

2. Technical & Production Management

- Provide strategic oversight for technical theater operations including lighting, sound, stage, rigging, and communications systems
- Ensure appropriate technical staffing through contracted services, part-time staff, or vendors.
- Provide oversight for design, program, operate, and supervise lighting and sound systems for performances and events as needed
- Coordinate technical requirements with touring artists, production companies, schools, and community groups
- Conduct regular production meetings to assess technical needs, timelines, and staffing requirements
- Remain current on advances in theater technology and implement improvements when appropriate
- Maintain sufficient working Theater and/or technical knowledge to supervise and evaluate production needs

3. Facilities, Equipment & Safety Oversight

- Maintain a complete and accurate inventory of all technical equipment and theater assets
- Inspect equipment and systems regularly and coordinate maintenance or repairs with qualified vendors
- Research, recommend, and oversee procurement of new equipment as needed upon seeking approval from the Commission
- Ensure compliance with safety standards related to electrical systems, rigging, stage construction, and equipment operation
- Organize and maintain all CT-related spaces including the stage, Green Room, dressing rooms, storage areas
- Recommend and oversee capital improvements for Commission properties: The Center Theater, Black Creek Arts and Hartsville Museum per Commission approval
- Lease available spaces and schedule community meeting rooms in accordance with Commission policies
- Perform other duties as assigned by the Commission

4. Financial

- Maintain accurate financial statements, meeting minutes, and annual audits
- Manage all accounts payable and receivable, including rental collections and vendor payments.
- Support budget tracking, forecasting and financial reporting.

5. Staff, Volunteer & Front-of-House Management

- Supervise the Box Office Clerk and oversee ticketing systems, ticket input, sales, customer relations, and reporting
- Coordinate front-of-house operations including ushers, volunteers, security, concessions, and janitorial services
- Hire and supervise part-time staff for building maintenance, custodial, groundskeeping, and technical theater support (lighting, sound, rigging)
- Recruit, train, schedule, and evaluate staff and volunteers as assigned
- Address personnel matters with discretion, confidentiality, and professionalism

6. Community, Artist & Contract Relations

- Serve as primary liaison between the Center Theater and artists, theater companies, schools, community organizations, and contractors
- Coordinate participation with local schools and community groups in selected events

- Ensure understanding and compliance with industry contracts, rider requirements, and union regulations while working collaboratively with the CT Program Chair
- Foster a welcoming and collaborative environment for artists, patrons, and community partners

7. Communication, Ethics & Professional Standards

- Communicate clearly, tactfully, and professionally with all stakeholders
- Uphold ethical standards and represent the Center Theater with integrity
- Promote a culture of respect, accountability, and service excellence
- Maintain accurate documentation, reports, and records as required

8. Development, Fundraising & Audience Engagement

- Collaborate with Commission committees on fundraising and donor development initiatives
- Support grant identification and application efforts
- Promote audience growth through ticket sales, subscriptions, and community outreach
- Track attendance, patron data, and revenue trends to inform planning

9. Schedule

- **Office Hours:** Monday–Friday, 9:00 a.m.–5:00 p.m.
- **Evenings & Weekends:** Required for events; compensatory time provided
- **Community Involvement:** The Manager may participate in a civic organization that meets during lunch hours

10. Compensation & Benefits

- **Salary:** \$69,600 - \$102,007 (Commensurate with experience, as determined by the Commission)
- **Vacation:** Two (2) weeks after the first year of employment
- **Holidays:** Nine (9) paid holidays, with flexibility for events scheduled on holidays
- **Retirement:** Participation in the South Carolina Retirement System and TERI Program
- **Insurance:** Health and dental coverage for the Manager and dependents, continuing into retirement
- **Worker's Compensation:** Provided for all employees.
- **Sick Leave:** Flexible recovery time as needed; interim coverage may be arranged during extended absences

Education & Experience

(A comparable combination of education, training, and experience may be considered.)

- Bachelor's degree required; Master's degree preferred in: Arts Administration, Business Administration, Theater or Venue Management or related field
- Minimum of five (5) to seven (7) years of experience in: Arts Administration, Venue or facility management, Cultural Organization leadership
- Demonstrated experience in theater operations and production management
- Demonstrated experience overseeing: Budgets, Staff, Contractors, Facilities and Operations
- Supervisory and leadership experience required

1. Knowledge, Skills & Abilities

- Comprehensive knowledge of theater operations, production processes, and technical systems
- Ability to provide oversight for design, operate, and maintain lighting and sound equipment
- Strong organizational, analytical, and problem-solving skills
- Ability to prioritize, delegate, and manage multiple projects simultaneously
- Proficiency with Microsoft Office, Outlook, and ticketing or scheduling software
- Ability to work effectively with diverse populations, large audiences, and youth
- Ability to easily speak in public, including speaking to audiences and representing The Center Theater in various forms of media publicity

2. Leadership & Decision-Making

- Ability to make informed administrative, technical, and procedural decisions
- Capacity to interpret policy, establish procedures, and promote operational efficiency
- Strong collaboration skills with leadership regarding strategic planning, marketing, and improvements
- Ability to manage conflict with diplomacy, discretion, and professionalism

3. Physical Demands & Working Conditions

Work is primarily performed in a theater and office environment. Position requires standing or sitting for extended periods, lifting up to 40 pounds, operating technical equipment, and working evenings and weekends as required. Exposure may include noise, lighting equipment, temperature variations, and other theater-related conditions.

4. Supervisory Responsibility

- Box Office Clerk
- Future assigned staff or contract personnel

Equal Opportunity Statement

The Hartsville Community Center Commission is an Equal Opportunity Employer and values diversity in its workforce.

Application Process

Interested candidates should submit a resume, cover letter and 3 (three) professional references to:

The Hartsville Community Center Building Commission Board

C/O: Ben Gore - Chair

Email: bennygore64@gmail.com

Mail: 212 N 5th Street • Hartsville, SC 29550

Phone: +1 (843) 307-6085

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