

General Manager

State Theatre – Sioux Falls, SD

Summary Description:

The Sioux Falls State Theatre is a non-profit 160 seat historic theatre located in downtown Sioux Falls, SD. We are seeking an experienced full-time General Manager to oversee business and facility operations. This position offers a distinct and rewarding opportunity to provide leadership for the reopening and success of the historic Theatre located in the heart of Sioux Falls.

Under the supervision of the Executive Director and Sioux Falls State Theatre Company Executive Committee of the Board, the General Manager is responsible for the successful daily operations of the Theatre. The ideal candidate must possess excellent business, personnel, and management skills; leadership ability, and extensive budgeting and financial management capabilities. A background in arts administration, cinema management, event planning or development is preferred. The Manager must be a detail-oriented, multi-tasker who has a strong work ethic and an ability to work well under pressure.

Required qualifications include a Bachelor's degree from a four-year college/university or at least five years of related experience and/or training or the equivalent combination of education and experience in one or more of the following areas: business management, cinema management, hospitality services, hotel management, event planning, film buying, or special event production. The General Manager must be willing to work weekends, evenings and irregular hours as required by the various events occurring at the theatre.

Please send cover letter, resume and contact information of three professional references to Allison Weiland, Executive Director at allisonw@siouxfallsstatetheatre.org with the subject line: State Theatre General Manager. All submissions and materials must be received by November 1, 2019.

Other Responsibilities May Include:

- develop, implement and review the Theatre's overall business plan
- plan and book theatre programming
- oversee the coordination and productivity of staff and volunteers
- distribute and develop marketing strategies
- monitor and evaluate the delivery of the theatre program
- develop partnerships with local industry and communities, educational organizations, relevant bodies and the public
- keep in touch with other theatre managers and producers in order to stay up to date with developments and new productions
- other duties as assigned

Please visit our website www.SiouxFallsStateTheatre.org to learn more about the State Theatre.