



Lincoln Theatre Center Foundation

Operations Manager

The Lincoln Theatre is a beautifully restored, 500-seat vaudeville/silent movie theatre built in 1926 located within the business district of downtown Mount Vernon in the Skagit Valley, WA. The Lincoln hosts an annual audience of more than 40,000 patrons and visitors. The Lincoln has diversified programming and community partnerships and an aggressive expansion strategy that mirrors ambitious efforts by local business and government to further revitalize Downtown Mount Vernon and bring visitors to the Skagit Valley.

The Historic Lincoln Theatre is a 501(c)(3) non-profit organization operated by the Lincoln Theatre Center Foundation with its Board of Directors, owned by the City of Mount Vernon, and placed on the National Register of Historic Places in 1989.

The mission of the Lincoln Theatre is to entertain, inform & inspire our diverse community through cinema, live performance & educational programs while preserving the historic Lincoln Theatre.

Job Description

Provides management of the day-to-day operations of the Theatre, which includes:

- Coordinate with and oversee staff on the management of and compliance for the operations of the facilities; inform ED of identified capital needs.
- Assist the ED with Board Relations, such as preparing Board packets, tracking and reporting BOD volunteer hours; follow-up communications, and conducting information gathering needed to keep BOD apprised of significant operational issues
- Assist the ED with Human Resources, such as providing staff with up-to-date information on status of operations, collect timesheets for payroll, receive staff and patron feedback and concerns and relay to ED, oversee all permanent volunteer staff.
- Assist the ED in Public Relations and Event Marketing, such as manage all marketing initiatives including website, newsletter, program guide, print and radio ads, press releases, posters/FOH displays & art, and social media
- Assist the ED and DD in Foundation administrative tasks, such as ensuring prompt donor, membership, and sponsorship acknowledgments; coordinated promotion of marketing campaigns (development/event)
- Other duties as assigned by ED, such as implementation of the Records Retention & Destruction Policy; Coordinate accommodation and hospitality for performers
- Be familiar with QuickBooks and Theatre financial system and act as backup to the bookkeeper

Qualifications

- Minimum three (3) years of experience (or equivalent combination of education and experience) in an operations management position; previous experience in a live theatre or non-profit organization is preferred.
- High school diploma or G.E.D.; undergraduate degree preferred.
- Excellent organizational/project management skills and attention to detail and efficiencies
- Possess excellent time management skills with a proven ability to meet deadlines; remain flexible and adjust to situations as they occur
- Outstanding written, verbal, and interpersonal communication skills to work effectively with a variety of people
- Proficient with Microsoft Office Suite and social media platforms; working knowledge of database management and QuickBooks is preferred.
- Highly self-motivated and ability to work independently and as part of a team
- Ability to work a flexible schedule as required by theatre activity

Successful candidates will have:

- Demonstrated ability to act as a diplomatic leader, foster a positive and efficient work environment, and motivate others
- Ability to remain calm and resolve multiple challenges and/or requests in a dynamic environment
- Effective use of project management skills and strong organizational skills to keep yourself and the team accountable for meeting deadlines
- Demonstrated understanding of the importance for effective and open communication by following and relaying instructions, providing timely progress reports, and having discernment to ask for assistance and feedback when needed.
- Proactive attitude and approach to all responsibilities under their purview
- Strong analytical and problem-solving skills
- Genuine curiosity and ability to suggest improvements and contribute to the success of the theatre operations

Compensation and Benefits

This is a full-time, non-exempt position with occasional evening and weekend hours required; Wage: \$22/hour; Benefits include monthly medical stipend; paid holidays & vacation.

Application Process

This position is open until filled; The first round of applications will be considered on **October 25, 2021**. To apply, submit resumé, three (3) professional references, and cover letter to roger@lincolnthatre.org.