



**Mailing Address**  
Goshen Theater, Inc.  
216 South Main  
Goshen, Indiana 46526  
**Phone:** 574-312-3701

The Goshen Theater, Inc. is currently seeking candidates for the following position:

### **Full Time Program Manager**

Anticipated Start Date: December 2021

Reports to: Executive Director

Respond to: Send inquiries and resume to David Daugherty, Human Resources Chair:  
davidbdaugherty@msn.com

The newly renovated, historic Goshen Theater is seeking a full time Program Manager starting December 2021. This person will join our Executive Director, Audience Services/Box Office Manager, Technical Director and Bookkeeper.

The qualified individual will be responsible for:

- Designing, implementing and managing all programs
- Overseeing all theater space rentals and facilitating client and event bookings
- Developing the event budget
- Managing volunteers
- Overseeing the development and execution of the annual marketing plan.

#### **Requirements**

- Bachelor's Degree or equivalent experience required
- Knowledge of theater production and event scheduling
- Strong computer abilities along with outstanding written and verbal communication skills
- This position requires the ability to work in a theater environment with stairs, ladders and the ability to lift 30 lbs.
- Must have bartending and food services license shortly after hire.