

Fine Arts Manager Job Description

Job Overview:

The Fine Arts Manager oversees all activities occurring in the theater for the professional performing artist season. The Fine Arts Manager has diverse duties and works alongside Board members, School administrators, City Council members, the Facilities Coordinator, volunteers, caterers, donors, students, maintenance workers, audio and lighting technicians, piano tuners, advertisers, agents and artists. The Fine Arts Manager supervises the events and productions that take place in the theater with the Paris Center of Fine Arts Oversight Committee (PCOFA). The Fine Arts Manager ensures the profitability, efficiency, and mission of the organization. The Paris Center of Fine Arts Oversight Committee adheres to the Intergovernmental Agreement.

Responsibilities:

- Oversee the operating budget, marketing budget, hospitality, and audio & lighting technology budgets
- Develop and oversee training programs for theater volunteers, such as ushers and box office assistants
- Obtain community and school calendars to coordinate the scheduling and booking of artists
- Oversee the development of monthly Oversight Committee agendas and Team agendas such as for the Executive Team, Booking Team, and Marketing Team
- Coordinate the student-based annual technology workshop entitled “Making Theatre Happen”
- Collaborate with the Link Art Gallery and the Paris Park Board for annual community “Artfest”
- Oversee fund-raising for the PCOFA season and the PCOFA Endowment through board members, community donors, sponsors and grant writing opportunities as a 501c3 non-profit organization

Necessary Skills & Qualifications:

- Collaborate and coordinate on event planning activities
- Negotiation skills for discussing the terms of contracts, tech riders, and booking fees
- Team management skills with an emphasis on clear communication and accountability
- Graphic design work for print materials primarily with Canva software
- Passion for the theater and for sharing it with the surrounding community

Preferred Skills & Qualifications:

- Maintain administrative documentation for shows and meetings

- Marketing and management experience
- Proven analytical skills and planning abilities
- Social media proficiency with Facebook and Instagram
- Ability to maintain a calm demeanor in spite of adversity