



**Job Title:** Orpheum Theatre Director  
**Department:** Executive  
**Reports To:** General Manager  
**FLSA Status:** Salaried Exempt

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for Theatre Director at the historic Orpheum Theatre.

### **Summary**

Directs and coordinates all aspects of the Theatre by performing the following duties.

### **Essential Duties and Responsibilities**

Develop and maintain relationships with promoters, presenters and booking agencies.  
Maintain and create a programming mix, which reflects the cultural diversity of the community.  
Work with Director of Finance and General Manager to develop annual operating budget.  
Represent and position the Theatre throughout the local and regional arts community.  
Promote and market the facility and its events  
Negotiate terms and contract all events at the Orpheum Theatre.  
Initiate co-promotional opportunities.  
Explore sponsorships with various community partners.  
Serve as an ASM Global representative for Theatre in select industry organizations.  
Establish and sustain professional relationships with media personnel.  
Create and execute all contracts for events at the Theatre.  
Advance shows and ensure that they are staff appropriately.  
Comply with company policies and procedures.  
Market the Theatre to agents, industry groups, and local organizations to optimize use/revenues.  
Negotiate agreements with IATSE.  
Meet regularly with Orpheum Theatre Contract Administrator to provide updates and discuss any necessary topics.  
Host and facilitate weekly production meeting with applicable staff.  
Position requires the ability to work at all ASM Global facilities in Wichita.  
Other duties may be assigned.

### **Supervisory Responsibilities**

Manages subordinate supervisors in any of the following departments: Changeover, Housekeeping, Maintenance, Operations, Production, Engineering, Carpenters, Electricians, Plumbers, Technical Services, Event Services, Public Safety, Security and/or Parking Departments. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with SMG's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

Possible direct reports include, but are not limited to the following: Director of Marketing and Booking, House Manager, and Box Office & Marketing Manager.



### **Qualifications**

Organize and prioritize work to meet deadlines.  
Work efficiently under pressure and produce accurate results.  
Work independently, exercise judgment and initiative.  
Remain flexible and adjust to situations as they occur.

### **Education and/or Experience**

Bachelor's Degree in related field.  
Minimum of 2 years experience in Supervising or Managing in a similar facility.  
Additional experience may be substituted for education.  
Supervisory experience required

### **Skills/Aptitudes**

Excellent organization skills  
Ability to prioritize and to handle multiple projects simultaneously  
Good written, verbal and interpersonal skills required; ability to interact with all levels of staff including management  
Ability to effectively supervise staff  
Professional presentation, appearance and work ethic

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft Office products

### **Working environment and conditions**

Ability to travel by automobile and/or air  
Flexible work schedule with some extended hours, including possible nights, weekends and holidays.  
High Noise Level  
Exposure to the weather conditions  
Exposure to heat and cold, dust, pollen and fumes

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to walk extensively, occasionally required to kneel, climb to high walkways or balance. The employee must occasionally lift and/or move up to 50 pounds.

Note: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodations or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.