

Majestic Theater

131 Elm St
West Springfield, MA
01090

The Majestic Theater is seeking to hire a Business Manager

ABOUT THE COMPANY

The Majestic Theater is a 225 seat live theater and a 70 seat Cafe. Since 1997 we have locally produced a five show subscription season, summer children's theater and concerts. Our non-profit mission is to provide Pioneer Valley (Western MA) based actors, artists, and theater technicians a professional environment in which to perform – the Majestic Theater.

JOB DESCRIPTION

The Business Manager is a full-time staff person working with the Box Office Manager, theater Accountant, and Producing Director to:

- Plan and manage all daily operations of the Theater & Cafe
- Manage theater marketing and fundraising projects

QUALIFICATIONS

- A professional demeanor and an upbeat attitude
- Willingness to work collaboratively with a diverse group
- Organized and able to assume responsibility
- Comfortable with software technology, including: Word, Excel, Outlook, TeamViewer and box office systems
- Education and experiences that would be beneficial
- Reliable transportation

JOB DETAILS

- Starting as soon as available.
- Annual salary to be determined based upon experience.
- Benefits available and to be reviewed.
- Average 40 hours a week, with nights and weekends, because we are a theater!

Job Type: Full-time

Salary: From \$50,000.00 per year

Schedule:

- 8 hour shift
- Weekend availability

Experience:

- Must have experience with Live Theater
- Management-People and Projects

Work Location: In person

**Interested candidates should send a current resume and cover letter
to Associate Producing Director Sue Dziura at
sue@majestictheater.com**