

Call for Applicants - Masque Theatre Manager

Are you passionate about theatre and skilled in management? The Masque Theatre in Muizenberg, Cape Town, is seeking a dedicated and dynamic Theatre Manager to join our team and help us grow this historic community space.

About Us:

The Masque Theatre is a 170-seat venue renowned for delivering quality community theatre productions. Additionally, we serve as a versatile venue for hire, hosting a variety of professional productions and events. Our vibrant foyer also accommodates intimate shows, concerts, and social gatherings.

Position Overview:

We are looking for a hands-on Theatre Manager to oversee the efficient operation of the theatre. This full-time role offers flexibility, including the possibility of partial remote work, to ensure the smooth running of the theatre. The Theatre Manager will report directly to the Masque Theatre Board.

Key Responsibilities:

- **Administrative Management:** Oversee office management, correspondence, and record-keeping, ensuring efficiency and regulatory compliance.
- **Human Resources Management:** Manage recruitment, onboarding, employee relations, performance management, and professional development.
- **Financial Management:** Collaborate on budgeting, monitor financial performance, and identify cost-saving opportunities.
- **Facilities and Equipment Management:** Ensure the physical theatre spaces are fit for purpose. Cultivate and manage facility vendor relationships.
- **Productions, Event, and Venue Hire Management:** Coordinate logistical requirements, ensuring events rollout safely and efficiently.
- **Volunteer Management:** Oversee the volunteer program and co-ordinator, providing support and recognition for volunteers.
- **Risk Management and Compliance:** Identify and mitigate operational risks, ensuring compliance with legal and regulatory requirements.
- **Strategic Planning and Development:** Explore and suggest opportunities to the Board for venue usage expansion and revenue diversification.
- **Board and Stakeholder Relations:** Provide regular updates to the board and collaborate on strategic initiatives.
- **Continuous Improvement:** Lead initiatives to streamline workflows and enhance operational efficiency.

Additional Operational Responsibilities:

- Respond to hire enquiries, manage client relationships, and process bookings.
- Oversee Front of House services, ensuring excellent bar and box office experiences.
- Manage Masque Membership Programme.
- Coordinate marketing tasks including newsletters, social media posts, and content creation.

Requirements:

- Strong understanding of business management, hospitality management, cash flow, and budgeting.
- Reliable transport and portable computer is essential.
- Experience in theatre operations is beneficial but not essential.
- Excellent organizational and communication skills.
- Quantifiable Experience with online workspaces and programmes is essential.
- First aid knowledge or qualification will be beneficial but not essential.

Remuneration:

Negotiable, depending on experience and skills, within the range of R10-15k monthly gross.

How to Apply:

To apply, please email a one-page CV and a strong motivational letter detailing relevant experience to vacancies@masquetheatre.co.za

Application Deadline:

15th of August, 2024.

If you haven't heard from us by the 31st August 2024, please consider your application unsuccessful.

Join us at the Masque Theatre and play a pivotal role in nurturing a beloved community hub for the arts.

The Masque Theatre is an equal opportunity employer and we encourage individuals from all backgrounds to apply.