

# Festival Hall, Inc.

Events and Performing Arts Venue  
Historic Downtown Greensboro, Georgia



## Immediate Opening for: Festival Hall House Manager

The Festival Hall House Manager coordinates and oversees the maintenance, marketing, and use of Festival Hall under the direction of the Festival Hall Board of Directors. A well-qualified candidate will possess several years of experience in managing similar facilities, strong organizational skills, a background in community relations, excellent written and oral communication skills, experience in marketing and promotions, a strong background in budgeting and finance, and considerable professional experience working with and recruiting performing arts groups and organizations. The work of the Festival Hall House Manager is guided by the official use policies and other rules established for the venue.

A complete job description, required questionnaire, fact sheet and Festival Hall information sheet packet is available at Greensboro City Hall, Monday through Friday, 8-5pm  
A digital packet is available by request to: [chammons@GreensboroGA.gov](mailto:chammons@GreensboroGA.gov)

Resume' and completed questionnaire must be received by 5:00 pm, Friday, November 2, 2018.

Hand-deliver or Mail submittals to:  
Greensboro City Hall  
Attn: Festival Hall Executive Board  
212 North Main Street  
Greensboro, GA 30642

Digital Submittals may be emailed to: [chammons@GreensboroGA.gov](mailto:chammons@GreensboroGA.gov)

*The City of Greensboro is a Drug-free Work-place and an Equal Opportunity Employer*



## Festival Hall House Manager Job Description

The Festival Hall House Manager coordinates and oversees the marketing, maintenance, and use of Festival Hall under the direction of the Festival Hall Board of Directors. A well-qualified candidate will possess several years of experience in managing similar facilities, strong organizational skills, a background in community relations, excellent written and oral communication skills, experience in marketing and updating websites, a background in budgeting and finance, and 2-3 years professional experience with performing arts groups and organizations. Grant application experience would be an asset. The work of the House Manager will be guided by the official use policies and other rules established for the venue.

### Duties and Responsibilities

- Schedule and manage the use of Festival Hall according to the priorities established by the Board of Directors. Coordinate and oversee all activities taking place within Festival Hall or on the building's grounds. Prepare, recommend and implement guidelines and procedures related to the use and operation of the facility.
- Prepare and manage Festival Hall's operating budget and prepare budgetary reports to the Board of Directors on a regular basis. Recommend equipment purchases and monitor expenses.
- Market the venue to potential presenters, producers and other lessees to assure that maximum use of the facility is maintained. Update website on a regular basis, as well as provide content for social media platforms. Prepare clear, effective written marketing materials.
- Recruit, select, train and schedule volunteers as necessary to support the mission of Festival Hall. Instruct volunteers in work and safety procedures, including the proper operation and maintenance of lighting, sound, communication, draperies, seating and other facility equipment.
- Arrange for facility and equipment maintenance and inspection to ensure timely and appropriate completion of necessary upkeep and repairs. Inspect and arrange for the proper storage of equipment; maintain records and conduct periodic inventories of such equipment.
- Identify, apply for and manage grants and matching dollars to provide additional revenue for Festival Hall.
- Manage the operation of production systems including mechanical, electrical, lighting, sound and film.
- Establish and maintain relationships with all Stakeholders, and other presenters and producers regarding facility usage, available equipment and scheduling dates.

- Establish professional relationships and join professional organizations as well as pursuing continuing education in the field.
- Provide regular reports to the Greensboro Mayor and Council.

### Qualifications

- Proven success in oversight and coordination of similar venues
- Experience in principles and techniques of maintaining and overseeing a theatrical venue operation
- Technical experience in managing sound, lighting, and other theater equipment
- Ability to organize, schedule and manage time wisely
- Knowledge of and experience with handling appropriate safety and security procedures
- Experience using basic software programs such as Microsoft Office and Quickbooks.
- Proven experience in broad-based venue marketing
- Excellent oral and written communication skills and proven experience in community relations
- Knowledge of ancillary businesses such as catering, ticketing, corporate rentals, etc.
- Excellent analytical, financial and organizational skills with demonstrated leadership in fund-raising
- Experience in handling and fulfilling contracts with presenters and lessees

### Other Requirements

- College Degree or demonstrated successful experience
- Willingness to work flexible hours including weekends and evenings
- Must possess or obtain a valid Georgia driver's license
- Must pass a Criminal Background check and drug test
- Must have the physical ability to perform necessary job tasks including heavy lifting and climbing stairs

## Festival Hall House Manager Greensboro, GA

Thank you for applying for employment with Festival Hall, Inc., Greensboro's events and performing arts venue. This questionnaire will help us to assess your experience, training and knowledge for the above referenced position. Your answers to these questions should be detailed, descriptive and complete in explaining your previous and/or current job duties and responsibilities. Remember, this questionnaire will serve as the opportunity for you to assure that we are aware of your experience, training, knowledge and unique attributes. Be aware that failure to include all pertinent information could result in your application not being considered for employment. All information that you wish for us to know should be included in the application packet for our use.

If you need additional space, please attach extra sheets as needed to the back of each question sheet using the corresponding number of the question on those sheets. If you have questions or need assistance completing the questionnaire or application, please feel free to let us know.

Send the questionnaire, resume and attachments to Greensboro City Hall, Attention Festival Hall Search Committee, 212 North Main Street, Greensboro, GA 30642.

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Print name of applicant

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Date

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Phone Number

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Email address

*The City of Greensboro for Festival Hall, Inc. is an equal opportunity employer and a Drug Free Workplace.*







5. Tell us why you are applying for this particular job and what unique value you will bring to the position.

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SECTION II  
ADDITIONAL INFORMATION

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SECTION III  
REFERENCES

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Thank you for completing this questionnaire. All information that you wish to have considered for employment should be written or attached to this application.

#### APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby declare the information provided by me in this application is true and complete, and I understand that misrepresentations, omissions of facts or falsification of this information are grounds for refusal to hire or if hired, termination.

I authorize the Search Committee for Festival Hall, Inc. to request, receive and verify all information given in this application.

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Signature of Applicant

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Date