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**The Orpheum Theatre is**

**Now Hiring a General Manager**

The Orpheum Theatre in Galesburg, Illinois is seeking a general manager to lead the implementation of a new strategic plan. The ideal candidate will possess strong management skills and a passion for performance in a historic setting. Built in 1916, the theatre originally hosted traveling vaudeville acts. Today we welcome local, regional and national live music, comedic, stage and dance performers to our restored venue.

Objectives for the position include:

• Achieve positive results for programs and events

• Engage the full community with a variety of programming options

• Cultivate, nurture and enhance facility capacity and quality

• Ensure financial strength and accountability through fundraising and fiscal management

• Ensure the stability and longevity of the theatre building, maintaining its historic appeal

• Engage in action planning to mobilize operations to advance the Strategic Plan

The City of Galesburg is located 200 miles southwest of Chicago, Illinois, and enjoys daily Amtrak service to and from the city. Situated just 45 minutes from the metropolitan areas of Peoria, Illinois and the Quad Cities of Illinois and Iowa, we draw our audiences from populations beyond our city limits.

The community has a friendly, smalltown feel, but enjoys big city amenities including a state-of-the-art hospital in the OSF HealthCare system; a newly installed city-wide fiber internet system; proximity to two liberal arts colleges; recently renovated K-12 schools featuring new learning spaces and updates to support modern learning modes; and a new Planet Fitness gym. The area also boasts several area golf courses; a public recreational area for boating, swimming and family gatherings; well-appointed Park District facilities; and a wide variety of houses of worship. Our historic neighborhoods are home to one of the most affordable housing markets in the country.

This position is full-time, exempt. Hours are flexible and require working some evenings and weekends when performances are in house.

Salary: Starting at $50,000 annually plus group insurance, vacation days plus occasional days when the theatre is dark.

Please submit resumes or inquiries to [Employment@theorpheum.org](mailto:Employment@theorpheum.org).

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Position Description

**Position:** General Manager, Full Time, Exempt

**Reports To:** Board of Directors

**BASIC FUNCTION:**

The General Manager shall manage, supervise and direct the operations of The Orpheum Theatre within the authority delegated by the Board of Directors within the statutory guidelines (70 ILCS 200) of the Knox County Metropolitan Exposition, Auditorium and Office Building Authority and regulations relevant to its 501(c)3 organization, The Orpheum Theatre of Galesburg, IL. The General Manager is responsible to the Board of Directors. The General Manager shall be an ex-officio member of the Board of Directors without vote.

**OBJECTIVES:**

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**DUTIES AND RESPONSIBILITIES:**

A. Governance

1. Serve as primary contact to Board of Directors; keep them informed when issues arise

2. Offer advice, counsel and guidance to Board to promote critical thinking and decision-making

3. Plan, formulate and take action regarding Board decisions

4. Support Board policy and practices at the organizational level

B. Fundraising

1. Support the annual fundraising strategy and the board’s Finance and Fundraising Committees

2. Lead the theatre’s fundraising efforts through the annual fundraising event, research and write grants, promote planned giving and program sponsorship

3. Supervise staff work in support of fundraising events and drives

4. Engage in periodic Capital Campaigns, developed as needed with Facilities Manager

5. Negotiate and track in-kind contributions of services and goods

6. Establish and maintain appropriate records, forms, and procedures related to fundraising

C. Fiscal Management

1. Work with the Finance Committee to develop the annual operating budget.

2. Ensure fiscal stability by establishing and maintaining diverse revenue streams

3. Oversee all bookkeeping, accounting and financial activities

4. Process bi-weekly payroll

5. Prepare financial reports monthly and assert future financial realities

6. Prepare quarterly reports to the City of Galesburg in support of hotel/motel tax requirements

7. Oversee annual audit process in support of hotel/motel tax requirements

8. Fulfill reporting requirements for all grants

9. Ensure timely compliance, application, and renewal of annual certificates and licenses

D. Program Development and Management

1. Work with Program Committee to identify artists and make programming choices

2. Oversee event and program scheduling and contracts

3. Coordinate artist interviews and meet and greets to involve patrons and press

4. Ensure artist support pre-program, while in-house, and post-program

5. Create P&L reports by program to inform program committee decision-making

E. Media & Public Relations

1. Create and execute a marketing plan for programs and events
2. Coordinate with staff and marketing consultant on ads, website, social media, press releases and poster distribution

3. Stay current on market and demographic trends

4. Maintain central library of program and event photos and videos

5. Manage merchandise design and inventory

F. Property Management

1. Responsible for the overall health and preservation of the Orpheum Theatre facility

2. Work with Technical Director and Facility Manager to ensure improvement and maintenance projects are prioritized regularly and funding is secured

3. Assure work and public spaces are well maintained, well-utilized and reflect positively on the theatre

**EDUCATION:**

Bachelor’s Degree or Equivalent Experience

**EXPERIENCE:**

Prior experience in stage or musical theatre management desirable plus candidate meets or is willing to meet the “Preferred Skill” set outlined below.

**PREFERRED SKILLS:**

* Prior nonprofit managerial experience, with an arts organization and managing a facility a plus
* Proven effectiveness in fundraising and fiscal management
* Excellent time management skills; ability to prioritize and delegate tasks
* Strong verbal and written communication skills, including public speaking
* Excellent interpersonal skills with a strong orientation to the community
* Prior experience managing volunteer activities
* Demonstrates leadership ability in strategizing and coalition building
* Ability to foster a healthy organizational culture, to encourage teamwork and collaboration
* Knowledge of database, word processing, spreadsheet and graphic design software
* QuickBooks experience or willingness to learn
* Visionary, trustworthy, diplomatic, understanding and innovative

**PHYSICAL SKILLS:**

* Ability to lift a minimum of 25 lbs
* Ability to climb stairs and ladders
* Ability to bend, kneel, crouch, sit, stand for long periods of time

**LIMITATIONS AND DISCLAIMERS:**

*The above job description is meant to describe the general nature and level of work being performed or required; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Illinois, the state in which the Orpheum Theatre resides, is an At-Will Employment state. Employment is voluntary and indefinite. The Orpheum Theatre management and/or Knox County Metropolitan Exposition Auditorium and Office Building Authority Board of Directors reserves the right to terminate an employment relationship with an employee at any time, for any reason, without advance notice.*