



Title: Program Director **Division/Department:** Programming

Reporting To: Executive, Carolina Theatre

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Contract

Position Summary

The Program Director oversees all programming at the Carolina Theatre at Belk Place. This role requires strong leadership and communication skills. Relationship building/networking is an integral skill in this position. The Programming Director must maintain a trusted relationship with team members, clients and vendors.

Duties & Responsibilities

- Serves as the lead programming staff member
- Responsible for event management within Prism software
- In conjunction with Executive Director, sets annual programming calendar
- Directs programming oversight
- Lead coordinator for programming with promoting partners
- Oversees monthly programmatic staffing calendar for all contracted event employees
- Oversees content process and executes all presented programming events
- Responsible for show/talent purchasing, payables and reconciliation
- Oversees estimates, contracts and booking dates (all rental and programmed)
- Runs weekly production meetings
- Attends program walk-throughs as designated by program inquiry
- Responsible for programming (film, entertainment, nonprofit etc.) receivables, payables and final reconciliation
- Coordinate green room and back of house hospitality
- Serves as point person in entertainment programming meetings
- Manage the Front of House Manager and the Special Events Manager
- Night of event support
- Other duties as assigned

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Job Qualifications

- 5 - 7 years management experience, specifically within the theatre industry
- Bachelor's Degree preferred
- Strong sense of project management and organizational skills
- Strong leadership skills

- Ability to delegate tasks and responsibilities as appropriate
- Comfortable learning new technologies
- Responsive, service oriented work-style
- Ability to multi-task, work under pressure and maintain deadlines
- Strong communication skills with clients, employees, management, and contractors
- Ability to work flexible hours, including nights, weekends and holidays
- Ability to meet the physical demands of the job, including lifting, carrying, moving, climbing, etc.
- Must be able to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl
- Ability to perform strenuous, manual labor work over long periods of time, including, but not limited to, general lifting up to an estimated 40 - 50 pounds and loading, unloading, carrying and other heavy labor tasks at and around Foundation properties
- General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods and ability to occasionally move about to accomplish tasks or move from one worksite and/or workstation to another.