



Kelly Strayhorn Theater
5941 Penn Avenue, Pittsburgh PA 15206
t 412.363.3000 :: **f** 412.363.3416
kelly-strayhorn.org

The Alloy Studios
KST Administrative Offices
5530 Penn Avenue, Pittsburgh PA 15206
t 412.363.3000 :: **f** 412.363.4320

JOB POSTING JANUARY 29, 2013

Event Manager

CONTACT

Catena Bergevin
Managing Director
catena@kelly-strayhorn.org

- Part Time/Non-Exempt Position
- Production Department
- Reports to Managing Director

Kelly Strayhorn Theater is a vibrant and vital multi arts presenter. We encourage, enable and empower an entire spectrum of small- and medium-sized arts groups, which in turn enrich both the artistic climate of Pittsburgh and the economic development of East Liberty.

Description

The Event Manager is a part-time position with a varying schedule averaging 20-35 hours a week including some nights and weekends. This position is responsible for facilitating all private rental events as well as KST events. The Event Manager works with the Managing Director to solicit potential rental clients, establish revenue goals, and complete lease agreements. This position works with the Production Manager to coordinate and manage all front of house activity, house staff, concessions, facility cleanliness, supply inventory, vendor management and event data entry. In addition, the Event Manager coordinates all hospitality needs including rider specifications, meeting set up, and special events.

The Event Manager is responsible for the overall experience, safety, and satisfaction of patrons and artists, and schedules, supervises, and trains the Front of House Staff (House Managers, Ushers, Volunteers) to provide an exceptional working environment.

Other specific responsibilities are but not limited to

- Work with the Development staff to establish partnerships with area restaurants and food and beverage vendors to solicit in-kind or discounted donations
- Assist presenters prior to and during events with lobby set-up, greeting patrons and artists, and promoting KST events.
- Supervise concession staff, cash reconciliations, sales reports, inventory control and resolve any open issues.
- Work with Production Manager and Managing Director in establishing and maintaining emergency procedures and staff training



- Maintain table, linen, and supply inventory
- Organize all artist meals and KST Presents Mixers
- Schedule security for all events

Qualifications

- Food service, cash handling and customer service experience
- Detail oriented, ability to manage numerous tasks and projects while maintaining a positive attitude
- Excellent interpersonal skills, flexibility, and ability to listen to concerns and resolve issues
- Professional demeanor and ability to meet deadlines and work within budget restraints
- Must have reliable transportation and be able to lift 30 lbs
- Must be analytical, well organized, and detail oriented
- Quality assurance focus and safety conscious
- Computer skills in Microsoft Word and Excel
- Interest or background in the performing arts a plus

Salary will be commensurate with experience.

Please send resume and cover letter to:

Catena Bergevin, Managing Director
catena@kelly-strayhorn.org

No phone calls please. This position is available immediately.