



WANT TO BE A PART OF THE MAGIC?

Job Title: Operations Manager
Organization: Magical Theatre Company
Location: Barberton, OH
Job Type: Full Time

About Us:

Magical Theatre Company's mission is to enhance learning, growth, and civic improvement through professional theatre for young audiences and families.

History:

Magical Theatre Company performs professional theatre in Barberton, Ohio's century-old Park Theatre. The Park Theatre was constructed in 1919 as a two-story moving picture theatre and office building. In 1985, the Akron Children's Theatre moved its company to this historic Park Theatre in Barberton. The company's name was changed to Magical Theatre Company in 1989, and Holly Barkdoll and Dennis O'Connell have continued the mission to provide professional theatre for young audiences and families. Over many years, extensive renovations have been made through the generous support of grateful donors, and the Theatre still gives audiences of all ages the look and feel of a classic, vintage theater. Now, Magical Theatre is poised for more growth, and with that growth, they are seeking an additional team member to assist as an Operations Manager.

Position Overview:

The Operations Manager will report to Magical Theatre's Board of Trustees while working closely with the Co-Producing Directors to execute the Theatre's strategic goals. He/she will facilitate the organization's administrative operations to drive operational efficiency, support organizational growth, and enhance overall visibility and engagement within the community. The Operations Manager will monitor all revenue and expenses throughout the year. The ideal candidate will have stellar organizational time management and communication skills and be experienced in marketing and various administrative support tasks.

Responsibilities

Marketing and Communications

- Execute the Theatre's communications plan, including announcements about all events.
- Work with the Co-Producing Directors to create and implement marketing plans and calendars for the organization.
- Create strategic and engaging content and document activities for multiple audiences (schools, families, donors, other stakeholders, etc.) using various communication channels, including but not limited to email, direct mail, letters, print, social platforms, video, web, etc.
- Update social media pages and the website regularly, as needed.
- Prepare press releases for all productions/events/camps, etc., and liaise with the press, scheduling interviews and responding to requests from publications.
- Represent the Theatre at events, productions, camps, rehearsals, and school productions as necessary.

Business Operations

- Work with the office manager and bookkeeper; oversee day-to-day office operations such as bookkeeping, accounts receivable and payable, and financial recordkeeping, as needed.
- Maintain various databases.
- Manage and schedule education and other performances/events with the Co-Producing Directors.
- Supervise support staff and/or skilled workers and technicians hired for specific purposes (not to be confused with Magical Theatre's artists, who are independent contractors) as applicable.

- Implement and maintain efficient office systems
- Support the development and execution of contracts with vendors, performers, and partners.
- With the Co-Producing Directors, plan fundraising and special events.

Grant & Funding Management:

- Support the preparation of grant proposals and financial reports for funders.
- Track and report on the use of grants in compliance with grant requirements, including applying and submitting required data and reports.

Facilities & Operations Management:

- Oversee the maintenance and upkeep of the organization's facilities and vehicles.
- Coordinate schedules and services of contractors, including maintenance and technical support.
- Ensure compliance with safety regulations and building codes.

Qualifications:

- Proven administrative, operations, or similar role, preferably in the arts or nonprofit.
- Proven ability to multitask and prioritize work to meet deadlines.
- Attention to detail and problem-solving skills.
- Excellent verbal and written communication skills.
- Excellent communication and interpersonal abilities.
- Proficiency with Microsoft Suite. Capacity to learn other software.
- Proven expertise with digital marketing tools, including video editing apps and MailChimp, including but not limited to Canva, Adobe, Photoshop, etc.
- Comfortable being around children and parents.
- Demonstrated success in nonprofit accounting principles, fundraising practices, marketing, and public relations.
- A positive, "All Hands-on Deck" attitude is necessary!
- And, of course, a passion for the arts and commitment to the mission of Magical Theatre Company.

Additional Information: The above statements are intended to describe the general nature and level of work expected. They are not an exhaustive list of all responsibilities, duties, and skills required. There may be other duties as assigned.

Compensation: This position is considered full-time with benefits, with a starting salary commensurate with experience.

Magical Theatre Company is a nonprofit organization and an equal-opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

To Apply:

Please send your resume, cover letter, salary expectations, and names and contacts of three (3) references to: suzanne@myfuturepositive.com

No phone calls, please.

Applications will be accepted until May 30, 2025