



Andrew Carnegie Free Library & Music Hall

Music Hall Director

The mission of the Andrew Carnegie Free Library & Music Hall is to serve as an outstanding library, theater and historic site that welcomes, informs, entertains and engages its community and the region in lifelong learning.

The Andrew Carnegie Free Library & Music Hall seeks a creative and motivated individual to serve as Music Hall Director. The primary duties of the role include overseeing the daily operations of the historic 400-seat Music Hall, all programmatic and rental activity and organizational marketing. This leadership position reports directly to the Executive Director. Hours include regular weekly in-office hours, with evenings and weekends as required by program schedule.

In addition to celebrating 120 years of service, the Library & Music Hall is entering the final phases of restoring its historic facility. In 2022, we will embark on the capstone of the campaign that began in 2003 - Music Hall restoration. Work includes repairing water-damaged plaster and paint, replacing the stage floor, upgrading house lighting, theatrical lighting and sound systems, and air conditioning that will make the Hall a year-round venue.

The Music Hall Director will be integral in preparing for the Hall's reopening. During its scheduled closure, the Music Hall Director will review and amend fees, policies and agreements, develop initiatives to increase awareness of the venue, maintain and build upon relationships with patrons and artists and plan rental and program activity in our alternate performance spaces.

Music Hall Director responsibilities and duties:

Daily operations:

- Oversee programmatic and rental activity for the Music Hall and Studio. Manage organizational calendar and room schedules.
- Manage department budget; set and maintain financial goals and event reconciliation. Maintain complete and accurate records; track and report on key metrics.
- Work with facilities manager to ensure venue upkeep and scheduled maintenance.
- Supervise event staff, volunteers and interns: hiring, training and scheduling.
- Other related projects as assigned.

Plan and execute programming:

- Strategically develop ACFL&MH presented/produced performances: Listen Locally and Listen Locally Downstairs concert series.
- Contract with artists, event staff and technical personnel. Prepare technical/rider requirements and all considerations for each performance to ensure a smooth production with an excellent experience for patrons and artists.
- Manage ticketing, program budget and promotion to optimize earned revenue.
- Work with colleagues to create synergy across ACFL&MH program areas.

Manage rental activity:

- Manage rental inquiries, venue tours, contracting and invoicing with renters and resident companies for public and private rentals. Review and amend rental fees and policies as needed.

- Work with individual renters and resident companies to ensure successful execution of rental events; schedule and train personnel.
- Develop strategic relationships for collaboration with other non-profits, performers, and performance groups.

Lead organizational marketing efforts:

- Prepare and send monthly e-blasts; contribute content to bi-annual newsletters and bi-weekly newspaper articles.
- Develop marketing materials for Music Hall programming.
- Work with colleagues to ensure that all external communications agree with organizational branding guidelines including but not limited to website and social media.

Qualifications and Skills

- Exceptional organizational and multitasking skills
- Excellent written and oral communication skills, with meticulous attention to detail
- Practical understanding of standard theatrical practices
- Familiarity with the regional performing arts community and knowledge of venue management
- A minimum of 5 years of related, increasingly responsible work experience
- Experience with Microsoft Office Suite.

Salary and Benefits

The position is full-time, exempt with a salary commensurate with experience. Benefits include full dental and vision coverage, health insurance reimbursement, retirement plan, generous PTO: vacation time and paid holidays.

The Andrew Carnegie Free Library & Music Hall will not discriminate on the basis of race, color, national origin, age, disability, gender, religion or sexual orientation.

To apply, please send cover letter and resume to: Maggie Forbes, Executive Director, forbes.mj@gmail.com.