



ARTS CENTER ENTERPRISES, INC.

JOB DESCRIPTION GENERAL MANAGER San Antonio, Texas

The General Manager of Arts Center Enterprises, Inc., shall have overall responsibility of theatre operations for the 2,264 seat the Majestic Theatre and 856 seat Charline McCombs Empire Theatre, located in downtown San Antonio, Texas. The General Manager shall report to the Chief Operating Officer of ACE Theatrical Group, LLC.

Job Requirements:

- The applicant should have at least three years senior management experience in performing arts facility management with increasing levels of responsibility. A Bachelor's degree is required and advanced degree in arts management or business management is preferred. The General Manager will be responsible for all aspects of performing arts center management including supervision of department heads to include the administration of rental agreements, planning, monitoring and directing event coordination, front-of-house staffing, parking, security, human resources, accounting & payroll, physical plant maintenance and repair, client & governmental relations and outside contractor service functions. Experience in marketing and promotion is a plus.

Professional Duties include:

- Profitable operations of the San Antonio operations including financial forecasting of all revenues, including numbers of performances, attendance, event revenues, ancillary revenue streams, sponsorship revenues, and corporate box revenues. The General Manager will additionally be responsible for forecasting and managing show related expenses, along with all general and administrative expenses of the company.
- Professional management of venue operations including, attendance at a majority of the events, supervision of event related marketing and public relations, conducting and/or supervising show settlements, proper execution of event licenses and/or artist contracts, and administration of the Broadway in San Antonio series.
- Direct oversight of all theatre departments including Box Office and Group Sales, Marketing, Technical Services, Front-of-House Services, Physical Plant Maintenance and Repair, Corporate Box Seat Program, Human Resource Management and General Administration.

ARTS CENTER ENTERPRISES, INC.
Professionally Managing the Historic Majestic and Empire Theatres

- Coordination and management of all aspects of programming of the theatres, including venue rentals, co-promoted engagements and self-promoted events in coordination with the Talent Buyer(s), as well as all City Booking Dates.
- Administrator of the Theater Sub-Lease agreement and Little Brady Sub-Lease agreement with Las Casas Foundation, as well as direct contact with Majestic Development Company for three venue-related leases. Liaison with City of San Antonio on pass through obligations of the venue Master Lease.
- Participation in local civic and municipal organizations, venue representative in the Downtown Alliance, Chamber(s) of Commerce, performing and cultural arts support and network groups.
- Proficiency in all business software platforms, including MS Excel, MS Word, MS Power Point, MS Outlook, MS Access, Internet Explorer, Facebook, Twitter and other social media.

Candidate must be able to work event nights, as required. Please forward letter of interest with salary history and requirements and resume to HR@MajesticEmpire.com. No phone calls, please.

Arts Center Enterprises, Inc. is an equal opportunity employer.

Visit us at www.majesticempire.com

ARTS CENTER ENTERPRISES, INC.
Professionally Managing the Historic Majestic and Empire Theatres