Job Title: JewelBox Theater Multi-disciplinary Arts Programmer

Job Duties:
Collaborate with Theater Artistic Director to provide artistic and strategic vision for the JewelBox Theater, ensuring the mission of the theater to preserve the historic space and to maintain it as affordable performance space.
Continue to grow the reputation and success of the JewelBox Theater within the city and region, as well as nationally and internationally in furtherance of our goals to maximize the Theater’s usage (two shows per day in the theater and 4 development shows per week in the Grotto).
Work on wide-reaching community engagement in support of the theater’s efforts to maintain the affordability of the JewelBox Theater.
Market and promote the events and artists that are programmed in the JewelBox Theater and the mission and vision of the theater.
Manage theater rentals.

Organizational leadership
In association with the Theater Artistic Director, (i) assist in the creation of business plans that support and build on the organization’s artistic and strategic vision and mission; (ii) Oversee the preparation and monitoring of annual budgets and setting artist fee amounts to ensure the theater remains financially viable and programming is of a frequency and quality to allow the Theater to remain within budget.
Together with the Theater Artistic Director, actively seek out and identify (i) new funding sources, (ii) strategic relationships, and (iii) programming partners to support specific programming plans and other activities.
Work with Rendezvous Party Planner to get non-mission, full-priced rentals in the JewelBox Theater to support the budget and help subsidize the artist rental fees.
Work with *Production Management* to ensure shows are properly calendared, needs communicated and that ticketing and box office management are coordinated with programs.

Management of Website (including calendar and ticket links) and social media as well as listings and programming marketing to newspapers, blogs, hotels, etc.

Ensure that suitable marketing and fundraising strategies are in place to maintain the artist rental fees at an affordable level and meet the annual goals of the JewelBox Theater, with the goal to continue to reduce and even eliminate artist rental fees.

Maintain good relationships with all funding partners and stakeholders, including OACA, 4Culture, and Shunpike.

Actively develop and expand artistic networks amongst a range of individuals and organizations locally, nationally and internationally that will help further the programmatic vision for the JewelBox Theater.

Develop good, effective relations with existing and potential donors, grantors, sponsors, supporting the fundraising initiative where appropriate.

Act as PR spokesperson for the mission of the JewelBox Theater.

**EDUCATION REQUIREMENTS:**
Bachelor’s degree and/or equivalent prior experience.

**QUALIFICATIONS:**
Community builder passionate about art and performance of all kinds.
Some experience in both programming arts and marketing.
Demonstrated ability to connect with audiences using social media, on-line marketing and traditional channels.
Breadth of artistic knowledge, with high-level awareness of current developments in the different art forms locally and nationally.
An understanding of the importance of artistic innovation and risk-taking, with the ability to communicate this to stakeholders.
An understanding of the threat to Seattle of the loss of affordable performance space and the ability to communicate this to stakeholders.
Commitment to audience development and extending engagement and learning in the arts.
Proven track record of achieving programming goals within a specified budget
High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
Strong verbal communications skills and demonstrated ability to write clearly
Strong partnership-building and event planning skills
Enthusiastic, energetic, has drive
Sense of humor
Integrity and good judgment

**To Apply:** Please send resume to jane@therendezvous.rocks