Title: Arts Venue Operations Manager
Location: Bronx Music Hall @ Bronx Commons (438 E. 163rd Street, Bronx, NY 10451)
Reports to: Artistic Director

About Us:

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve to live in healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities of which residents can be proud. WHEDco’s mission is create and bridge access to resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. Please visit our website (www.whedco.org) for more information.

Job Summary:

WHEDco seeks a full-time Arts Venue Operations Manager to oversee the day-to-day business operations at Bronx Music Hall, a state-of-the-art 14-thousand square foot venue featuring flexible performance space at Bronx Commons, our newest mixed-use affordable housing development. The venue also includes a lobby exhibition space, concessions/box office, dressing/green rooms, classroom/dance studio and staff offices.

Responsibilities:

- With the Artistic Director, develop and direct an operational structure for the Bronx Music Hall productions and events.
- Serve as the primary management contact for inquiries and requests from customers, vendors and community members.
- Manage vendor relations, staff contracting, artist contracting, and service contracts.
- Manage and supervise the box office staff, ushers, maintenance and security staff and all other non-technical theater staff and volunteers.
- Manage box office operations for all events.
- Coordinate and manage the venue schedules which will also include scheduling rentals and community events, as well as coordinating the classroom space with the Education Coordinator.
- Manage contracts and rental agreements for individuals and organizations who are interested in renting the space.
- Produce accurate weekly and monthly sales revenue figures.
- Other duties as deemed necessary or as directed.
Qualifications:

- Advanced knowledge of computerized ticket sales, digital inventory management, and venue box office operations
- Proven effective management of multi-faceted projects and deadlines in a fast-paced environment
- Desire to grow with the role as performance seasons and educational programming build and grow in this new facility
- Demonstrated ability in taking on a leading role when necessary
- High attention to detail and ability to remain organized at all times
- Experience in MS Office suite (including Excel and Word) and excellent overall computer and technical skills
- Excellent written and verbal communications skills, including the ability to successfully communicate with the public, other employees, vendors, industry personnel and community members
- Strong math and data analytics aptitude
- Proven job reliability, diligence, and dedication
- Must be flexible with working nights, weekends and holidays
- Must be able to lift up to 30 pounds

Excellent benefits and competitive salary ($60,000) based on experience.

All new hires must provide proof of having received at least one dose of a U.S. Food and Drug Administration (“FDA”) authorized COVID-19 vaccine by their first day of employment, and proof of full vaccination within 30 calendar days.

To apply, please send a cover letter and resume to emartinez@whedco.org.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, gender, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.