



## **Seasonal: Full-time Operations Manager (April – September, 2022)**

### **Cape Cod Melody Tent, Hyannis MA**

*Cape Cod Melody Tent in Hyannis, MA is a seasonal tented outdoor theater with a 2300 seating capacity for all-ages. We have been presenting national touring live music, children's theater, and comedy performances continuously for over 70 years.*

Successful candidate will have a full working knowledge of the tent, and manage all aspects of the tent-up and tent-down including baffle system, theatre interior, seats, stage, hospitality, etc. Prearrange all logistical requirements for visiting artists with Production Manager and Tour Manager. Show advance to include, but not limited to, hospitality, arrival/departure times, security needs, parking needs, merchandising and safety. General readiness to include maintenance, plumbing, electrical, landscaping, restrooms, time cards, concession stands, first aid supplies, ordering and storage of all products necessary to maintain day-to-day operations. Strong daily communication with CEO/Executive Producer is required.

#### **Duties/Responsibilities:**

- Report directly to the CEO/Executive Producer.
- Report all accounting matters, including invoices, checks written, show recaps, merchandising, deposit details etc. to the Controller within 24 hours of the show.
- Coordinate with Office Manager on Town of Barnstable annual permits.
- Ensure all new hire paperwork and payroll is complete and sent to the Controller every Monday morning.
- Oversee weekly scheduling in all departments to ensure staffing reflects needs based on ticket sales
- Coordinate with local Police Department on show schedule and required shifts.
- Maintain daily contact with Facility Manager, Production Manager, Box Office Manager, Concessions Manager, House Manager, Merchandise Seller, etc.
- Oversee Box Office, Ushers, Gate Keepers, Security and Maintenance Crews
- Due to the nature of our business, all staff must be fully vaccinated

#### **Show day responsibilities:**

- Lead by example: Arrive at venue one-half hour before hospitality and load-in is scheduled. Check with Box Office re: chair set-ups, sound board placement, comps and special needs of the Artist.
- Meet with Artist and Facility Security and venue Production Manager for a show plan (usually around 5:00 PM)
- Fill out show announcement sheets with approved upcoming shows and make sure the announcements are made at the appropriate time
- Review show settlement with CEO/Executive Producer before 6:00 PM day of show.
- Ensure production supplies are on hand
- Complete full settlement for all merchandise sold at show must be on show night
- Operations Manager is last to lock up and leave the venue



**Pre-season, post-season and non-show day responsibilities:**

- Work with Facility and Production Managers to recruit and hire competent all around crew, security and maintenance crews
- Supervise maintenance crew with Facility Manager to coordinate tent installation and removal. All production crew and staff must be available to put up and take down the primary tent and smaller white tents
- On tent installation day, lead by example to make sure all is completed with the tent raising, electrical installations, aisle lighting, house lights, signage, etc.
- Supervise Facility Manager to ensure that theatre is clean and ready: wash tent sides, clean carpets & seats, etc.
- Ensure that the following items are completed and in working order prior to the first event of the season and then closed or shut down at the end of the season.

HVAC

Ice Machines

Plumbing

Walk in Coolers

Electrical

Draft Systems

Alarm System

ATM

**Operations Manager Expectations:**

- Daily reporting to CEO/Executive producer, especially as it pertains to general morale and attitude of CCMT staff
- Office hours are 9:00 am to 6:00 pm on non-show days unless adjusted by CEO/Executive Producer
- In charge of cross training personnel in all departments with co-management duties with CEO/Executive Producer in concessions and production staff
- Oversee cleaning of the venue while artist is on the stage, e.g. no empty wine bottles or other concession trash can be left in the front gate area during shows.
- Training to do show settlements with CEO/Executive Producer will be ongoing throughout the season
- Must balance staff experience and maintain service levels throughout the venue
- Able to lift 50 pounds

**Compensation:** \$55,000 - \$65,000 based on experience

To Apply: Please email your cover letter and resume to [kwalsh@themusiccircus.org](mailto:kwalsh@themusiccircus.org)