



BROADWAY AT THE NATIONAL (NATIONAL THEATRE GROUP) Theatre Operations Manager

The National Theatre, managed by Nederlander and located in the heart of downtown Washington, D.C., is the nation's oldest venue still presenting touring Broadway. Broadway at The National/National Theatre Group seeks an independent problem-solver with great follow-through, who can thrive in a fast-paced environment, produce results with minimal direction, handle multiple tasks at a time, and create systems in this newly-created position.

Duties will include but are not limited to:

- The National Theatre Operations:
 - Assist VP of Operations with building management
 - Oversee building vendors
 - General understanding of building systems and operations
 - Research special projects and purchasing
 - Manage theatre rentals from budgeting to settlement and all communications
- BATN Operations:
 - Manage FOH staffing, training and schedules
 - Manage BATN daily operations with concessions
 - Liaison between building and shows
 - Manage show reporting
 - Assist with budgeting, labor estimates, and contracts
- Brandon Victor Dixon Awards (National High School Musical Theatre Awards):
 - Coordinate with schools and participants
 - Develop judging program and coordinate logistics
 - Assist in producing awards ceremony

Desired skills and experience:

- Degree in theatre, theatre management, and/or arts administration.
- 5+ years of experience or education in arts management.
- Knowledge of theatre operations from pre-production through final curtain call and everything in between.
- Working understanding of collective bargaining agreements, show contracts, and riders.
- Ability to work non-traditional hours before, during, and after shows as needed.

Salary commensurate with experience, full benefits, position begins 9/13/21.

The Nederlander Organization and National Theatre Group are committed to a workplace where everyone is free from bias, prejudice, discrimination, and harassment. The organization strives to ensure a welcoming work environment where everyone belongs and is valued, encouraged & respected for their unique contributions. We are focused on building a culture that acknowledges and values Diversity, Equity, and Inclusion. We are an equal opportunity employer and welcome all to apply.

To Apply: Interested candidates should submit resume, references, and cover letter via email to careers@broadwayatthenational.com or mail to theatre address below. No phone calls, please.

Broadway at The National/The National Theatre, Attn: Careers
1321 Pennsylvania Ave NW
Washington, DC 20004