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JOB POSTING: Boulton Center Director - Bay Shore, NY

POSITION SUMMARY:

The Boulton Center Director will oversee all functions/operations of the Boulton Center including staffing/hiring, supervision of staff, programming and budgeting/financial management. Engages the community, membership, donors and volunteers in promoting and delivering a community theater experience to over twenty thousand attendees a year. Responsibilities include fund development, marketing, maintenance of facility, ensures safety and security of employees as well as protection of property, general administration

ESSENTIAL FUNCTIONS:

1. Responsible for researching, identifying and booking acts across a broad spectrum of artists, including various genres of popular music, educational, family and children programs, theater, cultural events, and movies with input from Boulton Center Steering Committee. Requires developing and maintaining relationships with agents and managers and keeping informed of audience demographics.
2. Annual development, fundraising, annual appeal campaign program and activities. Focus on increasing member and sponsorship base to improve fundraising methods and operating systems. Work with Y VP of Philanthropy and Director Annual Campaign and Donor Relations to implement fundraising strategies to secure sponsors and corporate partners and in soliciting major gifts.
3. Accountable for all phases of production from initial artist fee negotiation, contract terms with agents including: revising contracts; negotiating hospitality and backline requirements;
4. Oversee coordination with Program and Planning assistant for confirmed advance show information, i.e., load in times, tech specs, hotel and/or transportation requirements, hospitality, merchandise sales, between Boulton Center staff and Artist representative.
5. Manage and supervise all house staff including box office, ticket-takers, ushers, concession/bartenders, merchandising, security staff and coat room. This includes recruiting, hiring, training, supervision and evaluation.
6. Responsible for rentals: including scheduling, devising and executing contracts, confirming proper certificates (insurance, film licenses), coordinating tech & staff needs with Technical Director.
7. Develop all aspects of daytime corporate rental program, including outreach, scheduling, executing contracts, handling hospitality needs, and coordinating tech needs with Technical Director.
8. Oversee "Act Out Children's Theater Program" in conjunction with Cultural Arts Director and Children's Education Director.
9. Work in conjunction with the Director of Marketing and Communications in providing support for all Marketing and Promotion initiatives. Oversee website development and management.
10. Assist in budget preparation with YMCA Branch Executive Director.
11. Accountable for the achievement of the theaters mission and financial objectives.
12. Take lead in coordination and communication of ticketing systems. Includes show/seat management, special requests, reconciliation of ticketing company statements, building of shows, etc. Direct liaison to ticketing system point person.
13. Attend YMCA Staff and Board Meetings as required.
14. Represent YMCA Boulton Center at various professional meetings, conferences, promotional fairs, etc.

15. Participates in all YMCA Special Events, fundraisers and Annual Support Campaign.

16. Performs any other duties as assigned by the Executive Director

QUALIFICATIONS:

1. Bachelor's Degree in related field preferred or equivalent combination of education and experience.
2. Minimum of 5 years of experience in a Performing Arts Center working with agents, contract development, show coordination, ticketing systems and overall Performing Arts Center management.
3. Ability to evaluate and identify trends to ensure successful booking of shows and entertainment.
4. Strong organizational skills and ability to handle multiple tasks with accuracy and quality.
5. Experience recruiting, training, and supervising staff.
6. Previous supervisory experience in customer service preferred.
7. Creative initiative and flexibility are essential.
8. Strong interpersonal skills with the ability to relate effectively to diverse groups of people from all social economic segments of the community.

HOW TO APPLY:

For consideration or to request the full job description please email Bob Pettersen at Bob.Pettersen@ymcali.org.

Please include a resume and a cover letter indicating your salary requirements.