**Job Announcement – Programming Manager**

Florida Theatre Performing Arts Center, Inc., the nonprofit corporation that manages and programs the historic Florida Theatre in downtown Jacksonville, Florida, seeks a Programming Manager to manage the theatre’s rental activity, and assist the Vice President, Programming with the theatre’s in-house promotions and co-promotions. A 2,000 seat circa 1927 historic theatre listed on the National Register of Historic Places, the Florida Theatre is one of the Top 100 most attended theatre venues in the country according to Pollstar magazine, and serves Jacksonville, Florida, the 12th largest city in the U.S.

Reporting to the Vice President, Programming, the Programming Manager coordinates theatre rentals with the theatre’s own 12-month schedule of music, dance, theatre and film presentations. The Programming Manager oversees all aspects of theatre rentals from start to finish: respond to rental inquiries; provide tours of the theatre; consult with theatre staff and build estimates; screen users, check references and shepherd potential clients from inquiry to confirmation; issue contracts and manage the payment and paperwork schedules, including insurance certificates; coordinate City permitting as needed; and settle each event.

The Programming Manager maintains existing relationships with about 40 theatre users who produce about 75 performances a year, including nonprofit arts organizations, arts education organizations, concert promoters, dance schools, religious organizations, civic groups and business organizations. The Programming Manager works closely with the rest of the theatre staff to communicate theatre renter needs, ensure they are being met, and the interests of the Florida Theatre are being protected.

In addition to servicing existing accounts, the Programming Manager researches the competition and actively reaches out to develop new relationships with potential theatre users, especially in the corporate and convention worlds.

The Programming Manager also works with the Vice President, Programming on the execution of the theatre’s own programming, from the talent buying process, through production and settlement.

Nights and weekends are required. This is a full-time position classified as exempt. Salary and benefits are competitive and commensurate with experience. The position starts when the right candidate has been identified. Requirements: Bachelor's degree or equivalent experience in the concert industry or the performing arts.

Please send cover letter, resume and references to: Kevin Stone, Vice President, Programming, Florida Theatre Performing Arts Center, Inc., 128 East Forsyth Street Suite 300, Jacksonville, Florida 32205, [kevin@floridatheatre.com](mailto:kevin@floridatheatre.com).