

## **Interim Theater/Property Manager Position**

The City of Raymond is seeking an energetic and community oriented part-time Manager for the Raymond Theatre/Theatre Apartments/Community Center Restaurant for approximately three to six months. The Manager will plan, schedule and market events, coordinate volunteers, promote the Theatre in the community and oversee the overall operation and maintenance of the facility. Applicants should possess communication, computer, social media and personal relations skills. Pay is negotiable. Please submit a letter of interest, resume and application. Applications are available at Raymond City Hall, 230 Second Street, Raymond, WA. or on our website at [www.cityofraymond.com](http://www.cityofraymond.com). Application packet must be received by July 30, 2021, at 4:00 PM. The City of Raymond is an EOE.

## **Theatre Manager Duties and Responsibilities**

The Theatre Manager will provide day to day theatre management. Management duties will include:

- Schedule and order movies.
- Schedule and oversee employee and volunteers.
- Schedule various theatre events and maintain a theatre calendar.
- Market theatre programs.
- Order and inventory theatre supplies including concessions.
- Prepare budgets, track receipts and financial data in coordination with the City Clerk.
- Coordinate and work with the community organizations to host events.
- Participate in the Theatre Advisory Committee meetings.
- Coordinate theatre maintenance with the Mayor.
- Collect data on attendance, customer demographics, etc.

### **City Clerk:**

The City Clerk will work with the Mayor and the Theatre Manager to prepare budgets and financial reports.

### **Theatre Advisory Committee:**

The Theatre Advisory Committee will have no more than 9 members and meet as needed to fulfill its duties, but not less than bimonthly. The Advisory Committee shall work with the Theatre Manager and community organizations to develop theatre policies, budgets, programs, fundraising events etc. The membership shall include the Mayor or a City Council person.

### **Goals and Objectives:**

#### **Goal #1:**

To operate the Raymond Theatre Complex, including the theatre and adjoining Community Center building, and apartments in a business-like manner with being self-sustaining as its goal.

Goal #2:

To maximize the use of the theatre by hosting a wide range of cultural and entertainment programming including movies, live performances, community forums, speakers etc.

Goal #3:

To serve and involve all segments of the community including youth, senior citizens, families, schools, and organizations.

Goal #4:

To promote and celebrate the Willapa Community's diverse cultural heritage.

Goal #5:

To maintain and restore the historic Raymond Theatre as a community treasure.

**Programming:**

The Raymond Theatre will host a variety of programs including movies, live performances, school programs, community forums, fundraising events, etc.

Movies:

“First Run” movies will be shown as they are determined to be FINANCIALLY successful. Movies targeted at teens and families will be given priority. A “Special Movie Series” will be established with the inclusion of business sponsorships. The City will contract with various movie studios. The Theatre Manager will be responsible for marketing, staffing movie operations and maintaining projection equipment and cleaning.

Live Performances, School Programs and Forums:

Live performances and other programs will generally be hosted by community organizations, with the respective host organization assuming responsibility for contracts with performers, marketing, ticket sales, etc. The community organization will sign a use agreement with the Raymond Theatre, which sets forth the terms under which the theatre will be used.

### **Community Center Building:**

The theatre complex is comprised of the Raymond Theatre, as well as the two-story community center building. This building, which adjoins the theatre, includes the theatre office, restrooms, and community space, which we are in the process of leasing as a Thai restaurant, on the first floor. The second floor includes two one-bedroom residential apartments. One apartment is up to code and ready to rent out. The revenues from the apartment and restaurant leases will offset theatre expenses and refurbishing of second apartment.

### **Theatre Operation and Maintenance:**

The City of Raymond owns the theatre complex, which includes the theatre and the adjoining community center building. The City will be responsible for the operation and maintenance of the theatre complex under the general supervision of the Mayor. It is anticipated that theatre operations will require paid staff including a Theatre Manager and one employee. The City will be responsible for utilities, insurance and building maintenance expenses.

### **Target Market:**

The theatre will host a variety of programs of interest to the various segments of the community. Live Performances will be planned and sponsored by community organizations. Live performances of interest to children, teens and adults will be encouraged. Culturally diverse and programs involving all segments of the community will also be encouraged.

Marketing to the appropriate target market will be the responsibility of the event sponsor. The City will develop a theatre website and maintain a master calendar of events.

### **Financial Plan:**

The goal of both the movies and live performances will be to "break even" through the sale of tickets, concessions and donations. The revenues from the community center commercial and residential leases will offset the building expenses.

### **Customer Service and Data:**

The Raymond Theatre is committed to providing the Willapa Community with a wide variety of programs in a well-maintained historic theatre. Emphasis will be given to providing a quality experience and maintaining an inviting atmosphere for all theatre customers.

Surveys and other customer feedback will be collected regularly, with suggestions evaluated and incorporated into operations as appropriate.

Target goals for expanding attendance, participation, and programs will be established and outcomes tracked.