



JOIN OUR TEAM!

ARTIST SERVICES AND RENTALS MANAGER

Position Announcement: The historic Fox Tucson Theatre is seeking an enthusiastic, organized, detail oriented professional, dedicated to creating an exceptional artist and user experience at the Fox. Become a member of our team at an exciting time in the live events industry, and help to welcome local, regional, national, and international artists and users to our historic venue at the heart of Tucson's vibrant downtown.

Position Overview

The Fox's Artist Services and Rentals Manager serves as a key liaison with Fox presented artists and management representatives, co-promotion partners, and space rental users; ensuring the effective planning and coordination of the artist and user experience. The position supports the Executive Director in carrying out daily programming department responsibilities and participates in all phases of the event promotion process from booking through to reporting and evaluation, with the goal that all users have an exceptional experience as an artist, partner, or renter at the Fox.

Requirements

Minimum 2 years work experience in the music or performing arts industry, with knowledge of artist needs and contractual norms. Bachelor's degree in related field, or equivalent work experience.

Schedule and Start Date

Full-time. Regular office hours, plus ability to work evenings and weekends as artist engagement schedules require. Desired start date no later than August 15.

Compensation: \$42,900 - \$49,400 annually; \$825 - \$950/week; plus health, paid time off, and other benefits.

How to Apply: Submit cover letter highlighting interest and relevant qualifications and resume to HR@foxtucson.com. Preference given to applications received by July 12, 2021. The Fox Tucson Theatre is proud to be an Equal Opportunity employer. Women, BIPOC, individuals with

disabilities, veterans, and those underrepresented in the live events field are strongly encouraged to apply.

ARTIST SERVICES & RENTALS MANAGER JOB DESCRIPTION

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Support the Executive Director in all administrative aspects of season and artistic programs development, implementation, and evaluation, including presented, co-promoted, and rental activities.
- Serve as primary keeper of the Fox events calendar, ensuring accurate and up to date information and all relevant contractual and show-related information is available across Fox departments.
- Perform show administrative and logistical duties, including but not limited to:
 - Assist with preparation of performance offers, process contracts, and ensure payments made in timely manner, and necessary documentation is received.
 - Ensure artist ticketing and front of house requests are communicated and met.
 - Coordinate artist hotel, travel, and hospitality arrangements per contractual agreements.
 - Be available onsite during artist engagements and/or ensure appropriate Fox staff availability at all times when artists are in the venue.
 - Execute day-of performance duties such as setting out and monitoring hospitality food (purchasing hospitality items as needed in advance or on show days), delivering payment to artists and independent contractors, comp ticket requests, coordinating artists' merchandise sales, etc.
 - Coordinate and ensure all other contractually agreed upon artist support is provided with professionalism and care.
- Manage the Fox rentals program, including contracting, advancing, and coordinating the flow of information across relevant departments; adhering to established policies, priorities of use, and rates; while ensuring revenue goals are met.
- Attend staff, board, and other relevant meetings as necessary.
- Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the experience, knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

- Ability to maintain a positive attitude and calm demeanor in a fast paced, high volume environment.

- Strong organizational skills, with proficiency in planning, organizing, and implementing projects in a timely manner.
- Knowledge of performing arts presenting needs and industry norms, contracting, and touring.
- Exceptional attention to detail.
- Capable of communicating professionally, positively, and enthusiastically with artists, co-promoters, renters, artist agencies, and other stakeholders.
- Ability to work independently and as part of a team, with a friendly, proactive, and problem-solving approach to work.
- Minimum of two years experience in live events industry preferred.
- Proficient in MS Office Suite, as well as booking and/or events management software, with ability to learn new programs as needed.
- Ability to exercise confidentiality and discretionary judgment when necessary.
- Exceptional inter-personal skills in written and spoken communication formats, and professional appearance and demeanor.
- Work cooperatively with a diverse group of people and a wide range of personalities and skill levels.
- Full-time hours required. Weekends and evening hours as necessary.