



POSITION: Assistant General Manager
LOCATION: Brooklyn, New York
HOURS: Full-time, some evenings, weekends & holidays.
COMPENSATION: \$85-\$95 depending upon experience

ABOUT THE POSITION

- Kings Theatre seeks an enthusiastic and experienced leader to join our team as the Assistant General Manager. This role serves as second in command of the 3,000-capacity historic venue.
- The AGM supports high-end administrative duties including contract negotiations, budget planning and analysis, payroll, and staffing in addition to providing senior level support to Theatre Operations, Food and Beverage, Maintenance, and Production.
- Provides high-level show coverage during most performances, maintaining the safety within the facility and its inhabitants, reconciling Box Office reports, managing Front of House staff, and tending to Patron issues.
- Assist with management and the execution of venue projects across departments including Finance, Facilities, Front of House, F&B, Special Events, Box Office, IT, Human Resources, and Management Operations.
- Coordinate and conduct show settlements with tour representatives.
- Process overnight Profit & Loss statements.
- Execution of venue rental license agreements.
- Actively participate in team management, recruitment, and training for new hires.
- Maintain a clean and welcoming theatre with an eye for detail regarding repairs and operations.
- Manage venue house seat requests.
- Develop materials for regular safety & security meetings, organizing time and space, preparing agendas, and following up on matters discussed.
- Additional duties and special projects as assigned.

PEOPLE, PLACES, and THINGS

- The historic Kings Theatre reopened its doors in 2015 as one of New York's premiere performing arts venues. Providing a destination for large-scale popular entertainment and serving as a resource for local arts groups and community organizations, the city-owned Theatre is a cultural and economic cornerstone of the Flatbush community and a major fixture to Brooklyn's vibrant cultural landscape. The Kings Theatre was originally designed by Rapp & Rapp in 1929 and was one of the five Loew's 'Wonder Theatres' built in New York and New Jersey during that period. With over 3,000 seats—the largest of its kind in Brooklyn, the redevelopment project both revives the historic structure's original splendor and transforms the Theatre into a state-of-the-art facility.
- Reporting directly to the General Manager the AGM actively supports overall building operations and staff cultivation.
- The AGM directly supervises two Event Managers, F&B Manager, and the Facilities Director
- The AGM will support the GM in the management of all departments as needed
- The AGM will be required to interface with patrons and clients regularly
- The Assistant General Manager is based out of Kings Theatre located in Flatbush Brooklyn.
- Excellent computer skills are essential with an emphasis on Microsoft Outlook, Excel, and Word.

- General understanding of ADP, ABI, and Event Booking are a plus

EXPERIENCE and SKILLS

- Bachelor's degree or commensurate experience in theatre, company, or front-of-house management
- Excellent personal communications skills with demonstrated ability to support teams of people and interact well with patrons.
- Demonstrated ability to meet deadlines, solve problems quickly and work well under pressure.
- Highly experienced in venue operations and maintenance.
- Background in the oversight of a broad-based programming strategy including concerts, comedy, performing arts and community events.
- Comprehension of event contracting, budget analysis, and payroll processes.
- This AGM must have impeccable multi-tasking and time management skills in addition to a hunger for development and progression of the company.
- The AGM must have some F&B/Concessions knowledge

COMPETENCIES

- Excellent interpersonal skills in addition to written and verbal communication skills.
- A self-starter with a customer-first approach.
- Strong Problem-solving capabilities
- Budgeting
- Venue and Event Management
- Employee Management

BENEFITS

- Fully paid company healthcare package, dental/vision.
- Company contributed 401k plan
- Access to live entertainment and tickets.

HOW TO APPLY To apply, please send application/a cover letter and resume for this position to kingsinfo@theambassadors.com by 8/6/2021.

Please place the job title in the subject line

Expected offer made by: **8/13/2021**



Nothing beats the energy and excitement of a great live performance. That's why our mission is to bring the very best in music, theater, comedy, and more, to the largest possible number of people. Since 1992, we've grown to be a world leader in live entertainment. 10 million people a year attend live performances at one of our 50 iconic venues across North America, the United Kingdom and Germany. That number keeps growing. We partner with the world's top creative talent and present critically acclaimed productions which have won more than 80 Tony and Olivier Awards over the years. We also operate some of the world's most popular theatre ticketing sites, with 11 million and counting customers getting their tickets directly from us.

People are at the heart of our success. Our core values - Passionate, Smart, Collaborative and Ambitious – are about our people. Thousands of people work for ATG worldwide and it's their passion and commitment that allows us to create great live entertainment experiences.

Learn more about ATG, visit www.atg.co.uk/

ATG's Inclusion, Diversity, Equity, & Access Mission Statement

A Stage for Everyone

Our stages are a platform for compelling stories – stories that are for all, by all, and of all. We shine our spotlight on our differences and believe that understanding and celebrating these differences makes us better global citizens. We are passionate about the pursuit of true diversity and equality. We strive to make our venues beacons of these ideals in our communities. Onstage and off, we hold ourselves accountable for nurturing an inclusive culture, one in which everyone can bring their authentic selves. At ATG, we provide a stage for everyone.