

CAREER OPPORTUNITY

AT&T
PERFORMING
ARTS
CENTER

DIRECTOR OF PROGRAMMING

Department: Programming
Reports to: Executive Vice President
Location: Dallas, TX

Job Summary:

The AT&T Performing Arts Center, a nonprofit 501(3)b, operates a vibrant, multi-venue campus which features broad array of world-class live entertainment across a multitude of genres. In addition to providing a well-equipped and fully-staffed home to its numerous resident companies, the Center self-presents or co-presents over 200 curtains each year: Broadway, dance, concerts, comedy, touring attractions, speakers, family/education and special events.

Responsible for both long and short range programming with specific focus on event acquisition and management, the Director of Programming leads the process of achieving the AT&T Performing Arts Center's ("the Center") mission-based and financial goals through the acquisition of live content through self-presentations, co-promotions, collaborations, rentals, etc.

The Director of Programming uses their developed network of live entertainment/performing arts industry relationships: locally, regionally, and nationally which to ensure that the Center is actively engaged in all appropriate potential bookings in the North Texas Region.

The Director manages the team responsible for all aspects of event fulfillment including artistic decision-making, booking shows, negotiating artists' fees and deal structures, creating estimates, contract markup/execution/fulfillment, budget management, payment processing, coordinating inter-departmental cooperation, artist/management relations, and show settlements.

The Director manages all aspects of the Center's programming activity.

OBJECTIVES:

- Seize opportunities to present broad-ranging programs which produce net income with reasonable risk while remaining consistent with the venue's image and equity/diversity/inclusion mission.
- Use programming as a means of achieving broader organizational goals in education, community relations, fundraising, sponsorship, and any other areas which would benefit from appropriate content acquisition.

- Lead discussion, seek input, and build consensus among key stakeholders and staff regarding content priorities and the most effective means to achieve them.
- Develop positive productive relationships which will assist in identifying and delivering content which achieve the Center's mission and financial goals.
- Utilize all available means to achieve maximum benefit to the organization in the most cost effective manner, taking into account direct and indirect revenue and long and short-term financial impacts.
- Continually analyze the effectiveness of the programming and collaborate with other internal departments in providing strategies and feedback to maximize the success of every event.
- Collaborate with internal departments prior to finalizing programming procurement to ensure optimal cost and potential revenue estimates are delivered and consensus developed around the targeted outcome for different programming options.
- Consistently acquire less tangible but equally important priorities such as good will, image and perception of opinion leaders and funders.
- Protect the legal interest of the AT&T PAC.
- Actively contribute to the enhancement of the AT&T PAC culture.

SKILLS/EXPERIENCE:

- Able to supervise all aspects of the programming department
- Able to identify scheduling needs and schedule staff accordingly
- Skilled in programming/calendar management in a Performing Arts Center (PAC) environment with venue capacities between 500 and 2500 seats, preferably including an outside amphitheater
- Knowledgeable of programming strategies: theatre, music, touring attractions, comedy, family/education, speakers, etc.
- Developed relationships with key programming/entertainment industry contacts.
- Able to negotiate contracts.
- Able to understand the various marketing needs and strategies of a broad range of multi-cultural events.
- Able to maintain accurate and orderly records and prepare reports.
- Able to develop and implement a budget
- Able to effectively and efficiently multitask, set priorities, shift priorities, and adapt to changes in situations.

- Able to work effectively and positively with others.
- Must possess leadership ability and team building skills to effectively supervise professional and non-professional staff and interact with all levels of management and the AT&T PAC board of directors.
- Good interpersonal skills.
- Creative and innovative with strong verbal and written communication skills.
- Solution driven with well-developed problem solving skills and ability to develop conceptual alternatives.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.
- Must have the ability to plan, organize, develop, implement and interpret goals, objectives, policies, procedures.
- Able to communicate clearly and effectively, both written and verbally, in English.
- Able to work at locations other than the AT&T PAC as required.
- Ability to travel and work a flexible schedule including nights, weekends, and holidays, as events require.
- Skilled in the use of Windows-based programs, including Word, Outlook, Excel, and PowerPoint.

EDUCATION/TRAINING:

- BA/BS or Higher: Business/Theater Management/Communications/Performing Arts Administration/ or any equivalent combination of training and experience.
- Minimum of 8 years experience in similar position working in a fast-paced multi-venue environment with supervisory experience in managing programming from inception to negotiations to presentation of programs.

AT&T Performing Arts Center is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

For immediate consideration, send cover letter, resume and salary requirements.

By Email: careers@attpac.org

By Mail: Human Resources AT&T Performing Arts Center
700 North Pearl Street, Suite N1800 - Dallas, TX 75201

ABOUT THE AT&T PERFORMING ARTS CENTER

The AT&T Performing Arts Center is a nonprofit foundation that operates and programs a 10-acre campus comprised of three premier performance venues and a park in downtown Dallas. Audiences enjoy the best and most recent from Broadway and off-Broadway; the finest dance companies from across the globe co-presented with TITAS Presents; and top concerts, performers and cutting-edge speakers. Thousands of students explore and more deeply experience the arts through the Center's education program, Open Stages. The Center also offers free programming for audiences from every part of the community.

The Center's mission is to provide a public gathering place that strengthens community and fosters creativity through the presentation of performing arts and arts education programs.

The Center's culture is to focus on the values that guide its people's actions. The Center's Core Values are to passionately pursue our mission by being:

Achievement Focused - Committed to the advancement and cultivation of the Performing Arts in Dallas

Community Minded – Actively fostering and participating in meaningful community interactions

Customer Service Driven – Dedicated to the service of internal and external constituents so that all want to return

Flexible – Willing to change to achieve results

The Center's five resident companies are among the city's leading arts institutions: Anita N. Martinez Ballet Folklorico, Dallas Black Dance Theatre, The Dallas Opera, Dallas Theater Center and Texas Ballet Theater.

Designed by internationally acclaimed architects, the Center's campus includes the Margot and Bill Winspear Opera House, Dee and Charles Wyly Theatre, Annette Strauss Square, and Elaine D. and Charles A. Sammons Park are some of the finest performance venues in the world.