Tuesday, April 5, 2022

Scheduling and Contracts Manager, Part-Time

Company: Baruch Performing Arts Center
Location: New York, NY
Compensation: $25/hour

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Baruch Performing Arts Center, a multi-disciplinary, multi-venue cultural center located in Baruch College in the Flatiron District of Manhattan, is looking for a Rental and Contracts manager. Reports to Managing Director to handle all day-to-day space use administration. Candidate will be efficient, detail oriented, have some theatre production and/or events planning knowledge; prior experience in an academic arts program or center advantageous. The R&C Manager is a team player who can collaborate in a fast-paced environment, can be firm while possessing excellent customer-relations skills.

Specific duties and responsibilities

Serve as primary contact for all BPAC venue rental activity.
Respond to inquiries for space use in a timely and professional manner.
Prepare and manage theater rental contracts and riders informing appropriate department heads regarding formation and or cancellation of contracts, liaising with college legal department.
Update internal database reflecting space use.
Disseminate and implement updated information as it relates to the venues.
Coordinate with other departments as needed.Keep current on comparable NYC rental market rates.
Participate in setting studio and theatre rental rates in consultation with finance and production departments.
Assist in developing and implementing long & short term strategy for maximizing the use of BPAC's spaces to increase rental revenue while balancing BPAC produced and academic internal programmatic needs.
Ensure rental web pages are up to date. Assist in creating content for venue marketing needs.
Keep track of internal and external information listings and advertisements regarding BPAC spaces.

Maintain and make recommendations on annual budget projections for rentals.
Project, track and manage studio and theatre use with respect to internal and external bookings and report on quarterly income projections.
Liaison with Finance and Production departments to resolve any billing or contractual issues.

Other duties as determined by supervisors

Qualifications and Special Requirements

Prior experience is required. Employee must possess strong communication, time management, and interpersonal skills. They must demonstrate a self-starting, dynamic and dedicated work ethic and must be willing and able to carry out duties as needed and required to ensure a safe and positive environment. They must demonstrate a history of successful teamwork in a small, work-group where mutual support, flexibility, and trust are key factors of a productive and friendly work environment.
Bachelor of Arts degree in a related field.
Can work effectively with diverse communities and cultures.
Creativity, diplomacy and ability to handle multiple tasks in a fast-paced environment.
Excellent customer service skills. Enthusiasm for building relationships.
Can maintain organized files of information that are shared with multiple parties
Can communicate effectively with production professionals, artists, their representatives, and producing organizations
Can create and coordinate project schedules, handle multiple drafts and meet deadlines
Can track and regularly report on outcomes adjusting strategies in response to data
Ease with Microsoft Office Suite (Word, Excel); database experience helpful; at ease with learning new organizational and management applications.

Compensation: $25 hourly

Part-time (20-25 hours/week with variable schedule, primarily weekday business hours with some evening and weekend possible during peak times, as determined in advance).

Cover letter and resume to: bpac.rentals@baruch.cuny.edu

Immediate hire, materials reviewed as received

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