

Job Posting – GENERAL MANAGER

Overview

We are seeking a dynamic General Manager to oversee the daily operations of our establishment. The incumbent will report to the Executive Board, taking direction from the Board President and the Artistic Director, and will provide administrative and operational oversight for the organization.

Individual must be well organized, self-motivated and able to work independently while ensuring timely completion of required tasks.

This is a hybrid position in that the incumbent will work remotely but may be required to spend ~25% of their time with frequent visits to the facilities, and meetings with Board members and support staff and advertisers. Accordingly, proximity to Cape May City is essential.

Qualifications

- Previous experience in administrative role is essential but not required.
- Solid financial acumen with excellent customer service and communication skills.
- Ability to work independently and use sound judgment in prioritizing workload.
- Proficient in Word and Excel, and able to learn and navigate other online programs related to theater operations.

If you are a self-starter, passionate about theater and working in a fast-paced environment while delivering exceptional service, we invite you to apply for this exciting opportunity as General Manager.

Job Type:	Part-time, Contract
Pay:	\$36,000.00 per year
Expected hours:	20 – 30 per week
Education:	High school or equivalent (Required)
Experience:	Managerial or administrative: 5 years (Preferred)
Ability to Commute:	Cape May, NJ (Required)
Work Location:	Hybrid remote - Cape May, NJ

Apply by sending your resume and a cover letter to Joe Pannullo: joe@eastlynnetheater.org