



**JOB TITLE:** Rentals Manager at The Judy  
**REPORTS TO:** Managing Director  
**PAY:** \$38,250-\$44,625/year, full-time, exempt

**Overview:**

NWCT seeks a skilled rentals manager to work closely with the leadership, marketing, and front-of-house teams to build a thriving rentals program. This work is expected to include direct outreach to local artists and companies, coordinated marketing campaigns, as well as open house and networking events. The rentals manager will help NWCT to build meaningful relationships with our renters, communicating their needs and concerns and helping to connect them to NWCT resources – as well as communicating NWCT’s needs and concerns to renters and making sure that resources are allocated in a sustainable way. The ideal candidate has previous rentals or event booking experience, strong interpersonal skills, a proven ability to problem-solve, a passion for meeting and engaging with new people, and a strong desire to help further NWCT’s mission.

**Duties & Responsibilities:**

**Rentals Calendar & Communication**

- Manage NWCT’s rentals calendar, working closely with program leaders to coordinate rentals around NWCT in-house programming.
- Communicate changes and additions to the rentals calendar so NWCT can appropriately resource third-party events.
- Coordinate communication between renters/potential renters and relevant NWCT leadership or staff.
- Manage transactions with renters both over the phone and in person.

**Rentals Contracts & Reports**

- Write and manage all third-party rentals contracts. Work with the NWCT finance manager to ensure all contracts are tracked and invoiced in a timely manner.
- Deliver all contracts to potential renters and ensure that signatures are received and expectations are clearly communicated.
- File and maintain records of all contracts using NWCT’s Google Drive shared filing system.
- Provide regular rental reports to NWCT leadership.

**Rentals Promotions & Retention**

- Work with the NWCT marketing team to identify promotional channels to market rental opportunities at The Judy
- Work with the NWCT marketing team to produce ads, newsletter articles, flyers, and other promotional materials and make sure materials are stocked and ready when needed
- Work with NWCT leadership to identify new rental markets or rental uses for spaces at The Judy, then build a plan to communicate and promote those opportunities.
- Develop a working knowledge of all existing rentals platforms and promotional channels (including local websites, blogs, networking events, email lists, etc)
- Build relationships with local artists, festivals, companies, etc to help NWCT establish a roster of recurring renters.
- Contribute original content to the weekly e-newsletter “The Spotlight”
- Help organize regular renter cultivation/appreciation events



### Participate in All-Staff Activities

- Develop a comprehensive understanding of all office systems including NWCT's Google Drive filing systems and PatronManager CRM including the ability to troubleshoot as needed.
- Attend all-staff meetings and regular team meetings.
- Maintain a professional demeanor with NWCT staff, volunteers, and families
- Be knowledgeable on all building information, show information, class offerings, and special events, and be prepared to provide this information to patrons.
- Represent NWCT at community events.

### **Required Qualifications:**

- At least three years of rentals or event booking experience.
- Excellent administrative skills and experience necessary to manage systems and workflow processes.
- Ability to prioritize and conduct/juggle multiple tasks while staying detail-oriented.
- Ability to build systems and to troubleshoot problems within digital systems.
- Experience with Microsoft Office Suite, Google Drive, CRM or other online databases.
- Ability to work independently while working as a member of a team.
- Experience working with individuals from diverse cultures and backgrounds.
- Strong written and verbal communication skills.
- Must be able to pass a background check.

### **Preferred Qualifications:**

- Bilingual or multilingual.
- Experience with Salesforce or PatronManager.
- Comfortable with public speaking.

### **Desirable Personal Values:**

- Passion for theater for young audiences and an understanding of the transformative role the performing arts can play in youths' lives.
- Commitment to diversity, equity, inclusion, and antiracism.
- Engages in active listening and is sensitive to the needs of others.
- Works with a deep sense of play and celebrates joy within the process and product.

### **Physical Expectations:**

- Ability to lift 30 pounds. (Reasonable accommodations will be made for persons with disabilities.)
- Comfortable working around children and families in a loud, fast-paced, nonprofit environment.
- Willing to use personal equipment such as a cell phone and laptop/tablet when working remotely.

### **Rental Spaces:**

In Spring 2023, NWCT is opening a brand new venue in the heart of Portland's downtown theater district: The Judy Kafoury Center for Youth Arts, lovingly nicknamed The Judy. This multi-venue arts center is intended to serve as both the hub for all NWCT programs and as a community resource, adding multiple mid-sized venues into the Portland rentals market at a time when arts space is desperately needed. These spaces include:



- The Stage – A 240-seat, proscenium-style venue.
- The Black Box – A flexible, 1700 sqft. black box theater seating between 99-120, depending on configuration.
- The Cinema – A 190-seat movie theater able to run private screenings, conferences, presentations, events, birthday parties, and video game parties.
- The Studios – Three large rehearsal studios. Two of the three feature “sports flooring,” high ceilings, and theatrical LED lights. All spaces feature built-in surround sound.

NWCT intends for these venues to provide affordable and accessible space to local artists and nonprofits, while also helping to cover the increased operating expenses associated with managing a downtown arts center. All spaces at The Judy are available to rent when not reserved by NWCT in-house or partner programming.

**Schedule:**

Northwest Children’s Theater organizes its schedule around Friday evening and weekend productions, weekend theater classes, and weekday afterschool classes and rehearsals. Summer hours traditionally shift to reflect a focus on Monday-Friday summer camps. The rentals manager will specifically focus on filling the times in the calendar outside of NWCT’s core programming. These can include weekdays, weeknights, weekend evenings, and weekend days when NWCT programs are not occupying a given space. The rentals manager should anticipate a variable schedule that often includes weekends and evenings.

Submit a cover letter and resume to [hire@nwcts.org](mailto:hire@nwcts.org). **Deadline is March 31, 2023.** Please submit documents in PDF format only.