



at&t Performing Arts Center

Career Opportunity – AT&T Performing Arts Center

Title: Winspear Opera House Assistant

Department: Operations

Reports to: Winspear Opera House Manager

Location: Dallas, TX

Position Available: Immediately

Application Deadline: Until Filled

Job Summary:

Under general direction of the Winspear Opera House Manager, the Winspear Opera House Assistant is responsible for the implementation, administration, and review of all event service supplied to the assigned users of the facility. The Winspear Opera House Manager is responsible for assisting theater operations of the Winspear Opera House including: management of events, production, front-of-house, concessions, engineering, maintenance, custodial and security for the facilities, and oversight of all administrative aspects including rentals and contracting for facility use. Fiscal responsibilities include assisting in the payroll processes, purchasing, event settlement, expense forecasting and oversight of all expenses and revenue for the Winspear Opera House. This individual will be accountable for consistent implementation of ATPAC policies and procedures. Position requires an organized and proactive professional who exhibits strong management skills in all areas of; production, facility management, personnel, fiscal responsibility, and customer service / client relations.

Position Responsibilities (include but are not limited to):

- Work schedule according to event requirement
- Implements and reviews a comprehensive program for coordination of facility users' event requirements, including pre-event planning, event management and post-event review for assigned events and communicate all information to appropriate Center staff.
- Event advancement as necessary to the position or as assigned.
- Assists in the management of all event related services in the Winspear Opera House and ensures coordination and interaction of all event services operating within the facility for assigned events
- Assists sales managers and staff with their efforts in site visits as necessary
- Guides event staff in specifics of responsibilities and expectations, and works with staff to maintain an overall service-oriented environment
- Handles the coordination of specific events where appropriate

- Other duties as assigned

Education and Experience:

Bachelor's Degree in Performing Arts, Arts Management or equivalent experience.

For immediate consideration, send cover letter and resume

By Mail: Human Resources
AT&T Performing Arts Center
2100 Ross Avenue
Suite 650
Dallas, TX 75201

By Fax: (214) 954-9936

By Email: careers@dallasperformingarts.org

AT&T Performing Arts Center is an Equal Opportunity Employer.