



“Where Entertainment Comes Naturally”

Job Description

Position: Assistant Director

Reports To: Executive Director

Status: Part-time and full-time opportunities

Schedule: Dependent on status, but must be able to work varying days and hours to support events (nights, weekends, holidays).

Compensation: Dependent on experience and availability

Role Summary

The Assistant Director will support all of the elements of Lime Kiln’s operations and report to the Executive Director. Qualified candidates must have excellent organizational skills, strong office management experience, be a self-starter, and have the ability to work in a fast paced environment as part of a team. The job will include times of managing projects independently where time management is crucial, as well as working as part of a team during events and other projects.

Essential Duties and Responsibilities

- Office management
- Fundraising and grant writing / research
- Event operations and staff management
- Management of venue maintenance and improvements
- Event reporting
- Merchandise and concession management
- Artist and sponsor relations
- Donor management
- Marketing and graphic design

Minimum Qualifications

- Excellent verbal and written communication skills

Lime Kiln Theater Executive Director

Spencer McElroy

Lime Kiln Theater Board of Directors

Stephanie RiCharde
President

Brian Dearing
Vice President

Jeremy Franklin
Secretary

Tom Capito
Treasurer

Chuck Barger

Ryan Brink

Mike Stolarz

Natalie Garvis

Gene McCabe

Kelly Nye

- Proficiency with Microsoft Office applications
- Excellent organizational skills and ability to multi-task
- High attention to detail
- Must be able to work independently as well as part of a team in a fast paced environment
- Ability to work varying days and hours to support evening and weekend events
- Must be able to lift 50lbs

Preferred Qualifications

- Event management experience
- Office management experience
- Marketing and graphic design experience
- Knowledge of point of sales and database management
- Grant writing and research experience

APPLY: Please send your resume and a short statement about your qualifications and interest to Spencer McElroy director@limekilntheater.org . Please include the job title in the subject line.