

The upcoming PIT Chapel Hill is seeking a General Manager. This person will supervise the business operations of the organization, including finances, human resources, facilities, operations, and information technology.

Primary Tasks & Responsibilities Include

- Oversee the theater's finances, including budgeting, payroll administration, tracking of organizational expenditures, reconciliations, and financial reports.
- Manage and supervise human resources through administration of payroll, personnel management, employee orientation, and the ongoing development of policies.
- Serve as member of the Management Team, guiding and monitoring the plans and goals of the organization, in order to ensure that the Business Office is included in and informed about organizational issues that affect it.
- Build relationships with staff, performers and guests.
- Recruit, train and develop staff.
- Approve and maintain staffing schedules
- Adhere to budget guidelines and develop systems to control costs and improve profitability.
- Maintain proper flow throughout the building.
- Perform other job duties as necessary.

Minimum Qualifications (Education, Experience, Skills)

- High school diploma or equivalent.
- 2 years theater experience.
- Ability to effectively interact with, manage and develop employees.
- Strong problem solving skills.
- Budget management experience.
- Technical aptitude to navigate POS.
- Knowledge of GMail, Google Sheets, etc.
- Strong written and verbal communication skills.
- Possess planning and verbal communication skills.
- Available to work weekends.