

Kenworthy Performing Arts Centre
508 S Main St. Moscow, ID 83843
www.kenworthy.org | 208-882-4127

Operations Manager

The Kenworthy Performing Arts Centre is Moscow's premiere nonprofit cinema and live arts venue, dedicated to offering movies and events available nowhere else on the Palouse.

The Operations Manager is responsible for event and venue administration including staff training, facility oversight, patron engagement, rental management, and office duties. The Operations Manager oversees all regular events staff and serves a vital function in shaping workplace culture. The Operations Manager reports to the Executive Director and works closely with the Marketing and Programming Manager in the planning and execution of events.

The ideal candidate recognizes the special value of the Kenworthy Theatre as a civic hub and will work enthusiastically to serve the nonprofit's mission. Human relationships are essential to KPAC's success, and the Operations Manager must possess excellent communication skills in-person and over the phone. Digital communications must be timely. Other requirements include a high level of self-organization and the ability to manage workflow with competing priorities.

The Operations Manager is a full time salaried position that requires periodic availability on nights and weekends. Compensation: **\$50,000**, plus healthcare. Retirement benefits and PTO available after an introductory period.

The position will remain open until it is filled. Please send a resume and cover letter to hire@kenworthy.org. Three references will be requested as candidates advance. Employment will be contingent upon a successful background check.

Event and Venue Administration:

- Schedules, coordinates, and manages KPAC programs, events, and facility rental requests
- Works with bookkeeper in fiscal management of operations, including contracting, invoicing, and payment processing to vendors and distributors
- Maintains safety protocols and ensures theater emergency systems remain operational

Staff Management:

- Authorizes the hiring and essential training of part-time event staff and volunteers
- Conducts interviews and leads on-the-job training
- Creates employee/volunteer schedule and ensures adequate staffing for events
- Ensures compliance with all state and federal regulations

Facility Oversight:

- Inventory management—including deliveries, and scheduled service requests
- Manages vendor relationships

- Stocks cleaning supplies, schedules deep cleaning, and tracks equipment maintenance
- Stocks office supplies including box office: KFS passes and tickets
- Undertakes improvements in the facility as directed

Artist and Client Services:

- Establishes clear expectations with visiting artists and event hosts regarding tech riders, venue access, on-site support, and hospitality
- Facilitates communication with Marketing Manager regarding ticketing, web listings, print media, and promotion
- Manages tech and facilities support with relevant staff and approved contractors
- Welcomes event partners upon arrival

Donor Management:

- Directs staff and volunteers in donor communications after scheduled campaigns
- Oversees staff in donor data management