

Job Title: Project Manager

Reports To: President and CEO

Direct Reports: N/A

Status: Regular Full-Time Exempt

Position Overview

At the Hobby Center for the Performing Arts, the Project Manager works closely with the President and CEO in supporting overall management of the organization. This position is responsible for ongoing functions including board and committee administration, human resources, strategic planning and general administration, as well as supporting special project assignments. The Project Manager is an important player at the Hobby Center demonstrating resourcefulness and an entrepreneurial approach to new and ongoing initiatives.

Managing many projects and priorities, careful attention to detail is necessary, as is the ability to work independently and in teams. Customer orientation is essential as you navigate relationships with board members, donors and important partners of the Hobby Center. This position is often privy to sensitive information and, as such, requires diplomacy and discretion. Knowledge and understanding of the operations of non-profit performing arts organizations is an asset. A thirst for knowledge and orientation to high achievement will ensure success in this role.

Role and Responsibilities

Board and Committee Administration

- Schedule board and committee meetings; coordinate availability of participants; coordinate meeting logistics
- Prepare agendas, minutes and supporting materials including presentations in a compelling and engaging manner; share materials with participants in a timely manner
- Support follow-up on action items and outcomes
- Track board and committee membership as well as prospect activity
- Manage board reporting processes including conflict of interest statements
- Maintain up-to-date board directory

Executive Support

- Provide calendar support as needed including coordinating availability for meetings and events with multiple participants
- Occasionally support coordination of travel and hospitality arrangements
- Serve as liaison for staff and external partners, prioritizing access and information for the President and CEO as helpful to advance day-to-day operations
- Coordinate special gifts occasionally for staff, board, donors, and others
- Support requests, including hospitality and ticketing, for important partners

Human Resources

- Prepare offer letters and other employee-specific communications
- Undertake background checks and verifications of employment
- Schedule and coordinate interviews with candidates and internal participants
- Manage job postings through current software solution, on website, as well as posting to industry listings
- Send HR communications (holiday reminders, new hires, separations, etc.)
- Support onboard and offboarding of employees
- Support COBRA and FSA benefits administration
- Coordinate employee events like holiday party and end of season celebration

Organizational Management

- Prepare communications to staff, partners, board, and other stakeholders
- Lead drafting of presentations, proposals and other materials
- Plan and execute full staff meetings
- Manage organizational profiles on industry portals like GuideStar, BBB Wise Giving Alliance and Charity Navigator
- Manage institutional memberships and participation in associations and organizations like the Association of Performing Arts Professionals (APAP) and Greater Houston Partnership
- Facilitate engagement of consultants serving as primary point-of-contact on project management and execution
- Lead occasional special projects as identified

Strategic Planning

- Serve as key partner to President and CEO in management and execution of strategic plan
- Facilitate tracking and progress on action plans, tactics and key performance indicators
- Manage dashboard reporting for overall organizational health and facilitate reporting for various constituencies
- Develop presentations on strategic plan initiatives and outcomes
- Serve as lead facilitator for industry dashboard reporting and benchmarking

Responsibilities may be amended as needed to meet the organization's goals and objectives.

Traits and Characteristics

Team members at the Hobby Center for the Performing Arts must thrive on challenge and be comfortable working in a dynamic, fast-paced environment. Working with a lean, nimble and efficient team requires that members bring an entrepreneurial spirit to their work, providing leadership across a broad scope of work.

- Bachelor's degree with a focus on arts, business or nonprofit administration preferred
- Three to five years general business administration experience, preferably in a nonprofit performing arts organization
- A deep commitment to the performing arts overall
- Personal qualities of integrity, credibility, and commitment to mission
- A proactive, hands-on strategic thinker and executor who will own projects and take initiative

- Excellent communications and presentation skills, both written and verbal
- A high degree of professionalism, confidence and flexibility that allows the individual to work collaboratively and effectively with diverse constituencies
- Excellent ability to prioritize, organize and manage multiple competing assignments and responsibilities and communicate effectively regarding progress to deliverables
- Values accuracy and commitment to excellence with a keen eye for details
- Ability to adjust quickly to time-sensitive needs and priorities
- High customer-service focused approach to all work, desire to go above and beyond for others
- Proficient in Microsoft Word, Excel, and Power Point; experience with SharePoint a plus
- Data and technology fluency vital

The Hobby Center for the Performing Arts' core business is all about performances. To that end, all employees understand and accept that evenings and weekends are part of our operation. This position requires interacting with the public and being onsite for performances occasionally.

Compensation

The Hobby Center offers a competitive compensation and benefits package including medical, dental and vision insurance, a 403b savings plan with matching employer contributions and paid time off. The anticipated hiring range for this position is \$65,000 to \$75,000.

Interested candidates should submit a cover letter and resume at www.thehobbycenter.org/jobs

About Us

The Hobby Center for the Performing Arts deepens understanding of our shared humanity. We serve as a connector, convenor and incubator for all Houston audiences, artmakers and arts organizations. By presenting engaging performances and educational programs, we strengthen our sense of belonging to shape a more cohesive and connected Houston community. Opened in 2002, the Hobby Center campus houses two theaters including the 2,650-seat Sarofim Hall and the 500-seat Zilkha Hall. Delivering a best-in-class patron experience, the Hobby Center welcomes over 400,000 audience members annually to engage with high-quality arts programming including the Memorial Hermann Broadway at the Hobby Center series. The Hobby Center is also home to a full season of musical theatre produced by Principal Resident Company Theatre Under the Stars, as well as a variety of diverse performances from both Houston-based and touring artists and companies. Education and accessibility initiatives are central to the Hobby Center's impact in Houston through programs like the Discovery Series that welcomes thousands of students to performances every season.

The Hobby Center for the Performing Arts is an equal opportunity employer where equity, diversity, inclusion and accessibility are deeply valued and celebrated.