



**Performing Arts Manager  
Cain Center for the Arts  
Cornelius, North Carolina**

**About Cain Center for the Arts**

Cain Center for the Arts is a 501(c)(3) organization with the mission of providing exceptional visual arts, performing arts, and social experiences to the Lake Norman Region of North Carolina. Founded in 2016, the organization operates two arts facilities in downtown Cornelius, and provides programs in arts education, performing arts, and community impact. It is funded through ticket sales, class and education tuition, philanthropic gifts, and local, state, and federal government grants.

Following an eight-year journey and a successful \$25 million capital campaign, Cain Center for the Arts opened its new arts and community center in downtown Cornelius in January 2023. The 34,000 square foot building sits upon a 1.6 acre site and includes a 400-seat theater, art gallery, dance studio, classrooms, two story lobby, board room, and support spaces. The site surrounding the center also includes a public plaza and downtown greenspace/park. The organization also operates the Cornelius Arts Center, which is located in Historic Oak Street Mill directly behind the Cain Center. The Cornelius Arts Center houses a second art gallery, additional classrooms, and the very popular ceramics program.

More than just a place for the community to attend arts events and classes, Cain Center for the Arts is an innovative organization committed to making the arts accessible to everyone in the Lake Norman Region. Through numerous community impact initiatives such as the Community Music Lesson Program, Arts in Schools program, and Arts & Communities Program, the center provided arts opportunities to over 15,000 residents in 2023-2024.

To learn more, visit [cainarts.org](http://cainarts.org).

**POSITION SUMMARY**

Cain Center for the Arts is seeking an experienced and skilled Performing Arts Manager to join a fast-paced team of professionals who are guiding the execution of exciting and diverse programs and the growth of the organization. This role will oversee the day-to-day and long-term strategies required to ensure the vibrant and successful continuation and growth of Performing Arts programs at the Center: curating, developing, and executing performing arts programs from start to finish. The scope of these diverse programs will

span all performing arts disciplines presented on-site and off-site as well as Cain Center and third party rented performances.

The Performing Arts Manager is responsible for both long- and short- range programming with a focus on event acquisitions and event management. This role is also responsible for continuously developing avenues for new programming through relationships nationally and within the industry. They will manage all aspects of event fulfillment from artistic decision making, negotiating fees and deal structures, creating estimates, contracting, coordinating payments, and relaying inter-departmental information. The position functions as the conduit for contract execution with agents and internal staff. Responsibilities include but are not limited to booking shows, creating estimates, budgets, and settlements.

The Performing Arts Manager will report directly to the Executive Director. This role will work closely with the Technical Director and Director of Ticketing & Patron Services.

NOTE: This position requires some work during evenings, weekends, and some holiday seasons.

### **PRINCIPAL ACCOUNTABILITIES**

#### **Programming:**

- Leads performing arts initiatives and long-range planning guided by the organization's mission and understanding of Cain Center audiences.
- Researches, identifies, negotiates, and books shows that align with Cain Center's strategic plans and revenue goals.
- Works with Director of Ticketing & Patron Services. Oversees the development of show pricing structures
- Advances shows with tour managers to ensure artist's technical and hospitality needs are met.
- Shops and coordinates hospitality for shows including hotels, transportation, meals (with Cain F&B Team), dressing room supplies, etc.
- Oversees the development of pre-show entertainment programming ideas to enhance the entire entertainment experience for Cain Center patrons.
- Selects and books entertainment for opening acts, as required.
- Serves as the primary point of contact for Cain Center-produced, Cain Center-presented, co-presented shows, and resident companies.

- Serves as liaison to Cain Center resident organizations and community rental partners including Town of Cornelius, Davidson Community Players, Charlotte Ballet, Love LKN Church, and others including execution of negotiated agreements, approaching each organization with care and respect.
- Prepares required documentation for and attends meetings of the Board of Directors and committees where assigned, and staff meetings as required by Cain Center leadership.
- Works with Director of Visual Arts and Education to coordinate and execute performing arts-oriented Community Impact programs – including performances that may have ‘bus in’ shows

**Administrative:**

- Tracks contract and payment status as well as collects show expenses and invoices from internal departments.
- Maintains production schedules to meet deadlines and keep records of projects to ensure cost containment and competitiveness.
- Develops budgets for each presented, co-presented, and produced events in conjunction with the Director of Finance and production team.
- Works with Finance on monthly profit & loss analysis for performing arts programs
- Works with Finance in providing insurance certificates and required Tax forms for artists.
- Manages performing arts calendar and sends available dates to promoters or agents who request them.
- Creates settlements for presented, co-produced, and produced events including night of settlement events as, needed – including artist payments.
- Utilizes analytical skills to interpret contract language to best execute contracts for Cain Center-presented events.
- Assists Marketing Department in editing performing arts marketing materials.
- Reviews monthly department financials and purchase card statements for approval.
- Assesses semi-weekly ticket sales report to ensure event financials are consistently on-target.

- Participates as a business partner with the Finance department to create forecasts and budgets.
- Attends the following meetings:
  - Weekly Production/Operations meetings.
  - Weekly All Staff meeting

**Relationships:**

- Cultivates and realizes strategic partnerships with outside commercial presenters.
- Effectively establishes and maintains relationships nationally with agents and promoters.
- Liaises with appropriate departments such as Marketing, for event execution and Finance for settlements as well as the annual budgeting process. Works with Education to ensure the execution of any outreach and master classes attached to any performance.
- Attends industry conferences to select artists for upcoming seasons.

**Other:**

- The job description is intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all activities, duties or responsibilities that are required of the employee for their job. Cain Center management reserves the right to amend or change duties, responsibilities, or activities to meet business and organizational needs as necessary at any time, with or without notice

**QUALIFICATIONS**

- Bachelor's degree in business, management, event planning or related field or the equivalent combination of education and experience.
- Highly organized with independent critical thinking skills and ability to work under pressure.
- Excellent conceptual planning skills.
- Ability to relate well with other professionals internally and externally.
- Knowledge of and ability to work within continuous process improvement systems.
- Demonstrated commitment to shared governance, consensus building, and team approach to management.
- Strong human relations and interpersonal communication skills to interact positively with diverse personalities and populations.
- Five years of experience in a booking/performing arts programming role with demonstrated experience in meeting or exceeding sales goals and developing audiences
- Excellent project management skills
- Attention to detail
- Strong listening skills

- Knowledge in non-profit, and/or performing arts operations
- Ability to create processes and SOPs that do not yet exist
- Ability to remain flexible and adjust to situations as they occur
- Manages discretion in the treatment of sensitive and/or confidential information.
- Proficiency in Microsoft Suite – PowerPoint, Excel, Word, Outlook, Teams
- A commitment to the idea that all staff members contribute to a culture of fundraising/philanthropy
- Effectively demonstrates a consistent and sustained commitment to prudent fiscal practices through the active pursuit of the elimination of waste from every process
- Experience with budget creation and management including planning, budgeting, financial tracking, contract management, and schedule tracking is desired.

### **COMPENSATION**

Salary range for this position is \$70,000-\$85,000 based on qualifications and experience. Benefits include PTO and paid holidays, Employer-sponsored Group Health Insurance, 403(b) retirement plan, and professional development support.

### **FLSA Status/Classification:**

The Performing Arts Manager is a Full-Time, Exempt Employee

### **Statement of Non-Discrimination:**

Cain Center for the Arts actively seeks a diverse pool of candidates. The Cain Center for the Arts is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.

### **Cain Center Values:**

- Inspirational: To be a center that inspires and encourages creativity.
- Community-centered: To be a center that serves everyone. To expose, invite, and engage as a destination for all members of the community.
- Creative: To serve as a hub of creativity, providing a platform for unique and individual expression.
- Entertaining: To provide a holistic experience that produces valuable, enjoyable experiences while also focusing on comfort.
- Educational: To be a center where the arts and education connect.

### **Application process:**

To apply for this position, please submit your cover letter and resume electronically to Human Resources at [hr@cainarts.org](mailto:hr@cainarts.org). The cover letter should highlight your qualifications and experience and how they align with the requirements of Cain Center for the Arts.

This role is open until filled.