

Position Announcement

The Chincoteague Island Arts Organization is looking for a part-time manager for a 330-seat theater operation. The manager will be responsible to a Board whose goal is the creation of a first-class performance facility.

Responsibilities include:

Basic bookkeeping and accountability for theater admissions and fees.

Scheduling of movies and live events.

Placement of advertising.

Oversight of the integrity of the theater systems, and cleanliness of the facility.

Creating policy and standards for the uses of the facility.

Responsibilities will expand to include promotion of the theater facility.

Persons interested in the management position should send a brief personal summary of education, qualifications, and experience to The Chincoteague Island Arts Organization, P.O. Box 1217, Chincoteague Island 23336