

Rentals and Booking Manager

Overview

The Rentals and Booking Manager is the primary point of contact for all external and internal space bookings at HTI, including rentals, rehearsals, and meetings. This role maintains the venue calendar, ensures renters are supported, and coordinates event staffing needs with other departments. Coverage for booked events may be delegated to trained volunteers.

Duties and Responsibilities

- Respond to rental inquiries and internal booking requests professionally and promptly
- Maintain an up-to-date primary calendar of all known or anticipated events, rehearsals, performances, rentals, and meetings
- Negotiate terms and draft rental agreements, ensuring compliance with HTI policies and discussing with the Board as necessary
- Collect rental deposits and payments, and track invoices and contracts
- Be present for rentals and bookings or ensure that a trained and informed volunteer is present in your place
- Coordinate with the Box Office, Concessions, and Technical departments to ensure appropriate volunteer staffing for rentals (e.g., sound/light operators, ushers, certified concessions staff), as needed
- Maintain consistent communication with renters and provide basic venue orientation, as needed
- Liaise with the Secretary of the Board to ensure rental rates and applicable policies are up to date
- Produce monthly reports for the Board of Directors

Time Commitment

- Estimated 1–2 hours per week, with occasional on-site time during rentals or bookings, depending on availability or coverage

Accountability and Support

HTI's volunteer roles are designed to support the theatre's operations without overburdening any one person. Each role is responsible for ensuring the duties are completed—not necessarily by doing everything personally, but by recruiting volunteers or hiring paid support as needed (with Board approval). Volunteers are encouraged to take ownership of their role while maintaining a strong work-life balance. If unable to attend a scheduled event or fulfill a task, volunteers must arrange suitable coverage in advance.