



## POSITION POSTING

### Managing Director

- I. **Theatre in the Round:** One of the oldest live theaters in the state, Theatre in the Round Players, Inc. (TRP) has established a national reputation and has received numerous awards for artistic and managerial excellence.

Its unique arena was described in the Los Angeles Times as a model which “should be studied by everyone considering doing the same, so well does it master the pluses and minuses of the tricky in-the-round form...”

TRP’s year-round schedule of mainstage productions is produced by more than 300 volunteer artists, designers, and technicians, supported by 80+ volunteers behind the scenes — box office staff, house managers, committee and board members.

- II. **Position:** The Managing Director of Theatre in the Round upholds the values of TRP: Community; Volunteerism; Artistic Integrity; Equity, Diversity and Inclusion and Fiscal Responsibility. They ensure our values are embedded in day-to-day operations by honoring and building upon the successful history of TRP as a place of self-reliance, creativity and ingenuity, where volunteers, artists, and audience members feel at home. They also support TRP’s growth and evolution and the expansion of the TRP community.

Reporting to the Board of Directors, this position is at the center of the crosscurrents of information, communication and day-to-day decision making. Managing or overseeing daily operations, staff and volunteer experience, financial oversight, facility management, community engagement and fundraising, and programming and productions are all integral components of the position.

- III. **Position Details:**

- **Posting Date:** 6/1/2021
- **Closing Date:** 7/31/2021
- **Employee Type:** Full-time
- **Position Start Date:** Negotiable November 2021-January 2022
- **Salary:** \$55,000-\$60,000
- **Reports to:** Board of Directors
- **Provides Work Direction to:** Theatre in the Round Staff
- **Schedule/Hours:** Flexible, regular business hours with occasional/frequent evenings

- IV. **Key Performance Areas**

**1. Financial Management**

- Oversee the fiscal integrity of the theater; create the annual budget, monitor budget performance, forecast, develop and refine long range operating budget and generate long range staffing plan.



- Oversee financial accounting systems for general ledger, cash management, payroll, accounts payable, accounts receivable, credit control, and petty cash. Document and maintain complete and accurate supporting information for all financial transactions. Provide monthly budget reports to the Board of Directors.
- Preserve and protect the financial resources of the organization from fraud, abuse, and/or lax treatment of fiscally responsible policies and procedures.

## **2. Supervision and Leadership**

- Coach and develop staff members by monitoring employee productivity and providing constructive feedback; facilitating conflict resolution among employees; ensuring adherence to legal and organizational policies and procedures and undertaking disciplinary actions if the need arises.
- Ensure staff are trained to provide a consistent volunteer experience across the organization.
- Provide and foster a positive and engaging atmosphere for front of house volunteers, cast members, production crews and any other volunteers at TRP to ensure a consistent volunteer experience.

## **3. Community Outreach**

- Lead as the primary ambassador for TRP; proactively build relationships in the surrounding community to ensure TRP's position as a community leader.
- Represent the theater in appropriate community organizations.
- As a representative of TRP, take an active role in the greater community and cultivate key relationships and associations with centers of influence within the city, state and region.

## **4. Marketing and Patron Experience**

- Oversee TRP's public image, and the logistics, promotion and organization of all performances and events in the theater.
- Take an active and positive role to set the internal standard for staff and volunteers to follow and ensure all patrons have a positive and engaging patron experience.
- Create and execute an annual marketing campaign that encompasses TRP's productions and programming. Supervise the targeting, design, production and scheduling of marketing campaigns including special promotions and season ticket sales.

## **5. Programming and Production Management**

- Maintain and cultivate positive artistic relationships to ensure a consistent artist experience.
- Provide support to directors and designers to fully realize artistic vision.
- Develop contracts for production directors, ensuring they are selected in a timely manner in relation to the production calendar, trained and communicated with before, during and after production.

## **6. Board of Directors & Committees**

- Support and facilitate monthly Board of Director meetings, providing a Managing Directors report and other necessary meeting materials.
- Attend board meetings, executive committees and other committees when necessary.
- Work with designated Board of Directors to ensure TRP committees are supported to foster an inclusive participatory environment.



## **7. Facility Management**

- Oversees all maintenance of facility and its property, including HVAC, utilities, interior and exterior areas, parking lot and sidewalks.
- Schedule all use of facility.
- Oversee inventory and purchase of building supplies. Engage and supervise janitorial services.

## **8. Development and Fundraising**

- Cultivate and maintain donor relationships to ensure a consistent donor experience.
- Support and develop fundraising programs such as annual giving and special gifting. Develop and maintain a plan for future development programs.
- Complete, submit and provide necessary reporting materials for all grant programs.

## **V. Other Qualifications**

- Direct experience in organizational management, preferably in non-profit or arts organization.
- Proven track record of managing and overseeing non-profit organizational finances.
- Proven management and leadership qualities.
- Volunteer engagement experience required.
- Familiarity with marketing and public relations trends.
- Flexible schedule, with occasional evenings and weekends expected.
- Knowledge of community engagement and outreach.
- Demonstrated ability to think strategically and thorough understanding of strategic development.
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively.
- Knowledge of the role and interrelationship of key theater stakeholders.
- Ability to navigate interpersonal and group dynamics and set a positive work environment.
- Knowledge of the fundraising network preferred.
- Strong commitment to diversity, equity and inclusion.
- Ability and commitment to working with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age and immigrant status.

## **VI. To Apply:** Submit resume, three references and written response to the following questions to : [info@TheatreintheRound.org](mailto:info@TheatreintheRound.org) Subject: *Managing Director*

- What is your definition of community theatre?
- Theatre in the Round is the oldest community theatre in the Twin Cities, what do you think is the value of having a theatre like this in the heart of the city?
- Describe your financial management experience, please detail budget size, staff, etc.

**Theatre in the Round Players** is an equal opportunity employer. All employment decisions are based on individual qualifications, without regard to race, color, sex (including pregnancy), sexual orientation, gender, gender identity or expression (including transsexual and inter-sexed), national origin, age, disability, marital status, political affiliation, status with respect to public assistance or veteran status, or other status protected by law. Minorities and people of color are especially urged to apply.