

Posted: January 12, 2018

THEATRE BAY AREA: MANAGING DIRECTOR JOB ANNOUNCEMENT

About Theatre Bay Area

Theatre Bay Area, founded in 1976, is one of the largest and most respected regional performing arts service organizations in the nation. Theatre Bay Area is known for its innovative programs and services, and counts as its members some 300 theatre companies and 2,000 individual artists across the region. Theatre Bay Area asserts the particular power of theatre to inspire empathy and understanding, and create community. Guided by our strategic plan, we aim to make sure every individual and every community in the Bay Area experiences the transformative power of theatre by:

- Equipping theatre-makers for success
- Recognizing achievement among theatre-makers
- Building audiences for the future
- Advocating on behalf of the field
- Advancing theatre through research

Our Mission

Our mission is to unite, strengthen, promote, and advance the Bay Area theatre community working from our conviction that theatre and all the arts are an essential public good, critical to a truly prosperous and democratic society, and invaluable as a source of personal enrichment and growth.

About the Position

Theatre Bay Area seeks a Managing Director to serve on the organization's leadership team, partnering to shape and execute its long term goals. This individual will serve as the internal leader of the organization, responsible for directing the organization's business life particularly in the areas of finance and administration. The Managing Director reports directly to the Executive Director and manages relationships with key stakeholders including Theatre Bay Area's Board of Directors, member theatre leaders, funders and donors and Theatre Bay Area's staff.

MAJOR RESPONSIBILITIES

Finance: Serve as Chief Financial Officer

- Establish and maintain financial controls
- Prepare, manage, analyze and administer the Theatre Bay Area budget (\$1.2 million annually)
- Prepare and present:
 - monthly financial reports to the Executive Director and Finance Committee
 - financial reports at meetings of the full Board of Directors
 - quarterly projections of TBA budget to Finance Committee
- Manage cash flow and ensure sufficient funds to meet TBA's operating needs

Administration: Serve as Chief Operating Officer

Business Operations

- Establish, maintain and enhance highly efficient and cost-effective operations
- Evaluate and participate in the development and implementation of new revenue-producing programs and businesses

- Provide strategic oversight to ensure the profitable operations of all programs
- Manage key vendor relationships including strategic partners, insurance providers, Web design and maintenance, technology support, software and equipment
- Manage risk, evaluate and maintain appropriate insurance policies

Marketing

- Partner with the Director of Programs and Executive Director in conceiving and overseeing the implementation of marketing strategies that increase membership, engagement and profitability

Staff Management & Human Resources

- Serve as the internal leader for the organization, establishing and maintaining an organizational culture that promotes the highest standards of performance and execution among all staff members
- Serve as chief human resources director ensuring full compliance with California labor laws and parity with industry standards
- Manage payroll and benefits; maintain employee records

Information Technology & Facilities Management

- Manage and plan for all the organization's information technology needs working with vendors and contractors as well as staff
- Manage and plan for organization's facilities needs

Development

- Prepare budgets for grant proposals and reports
- Partner with Executive Director and development staff in conceiving and executing fundraising goals and strategies for both institutional donors and individual contributors

Leadership Role

- Participate in strategic planning with Executive Director, senior staff and Board
- Serve as a leadership figure for membership, attending advisory committee meetings as needed
- Represent Theatre Bay Area to the larger community by attending select business events, conferences and theatre performances
- Participate in regular meetings of the Board of Directors, Executive Committee and Finance Committee

Qualifications

The successful candidate will have at least 7 years experience in a similar position or other senior position with broad organizational responsibilities including a strong focus on financial management, income development, people management, marketing and strategy. He/she will have a demonstrated track record in developing new methods of engaging stakeholders and building revenue; the ability to motivate and lead a team, a curiosity and knowledge of the uses of technology and social media; a knowledge of and passion for theatre and/or performing arts field more generally. B.A. degree required.

- Minimum 4-year degree in a relevant field; formal accounting training
- Minimum of 7 years of related professional experience
- Strong analytical abilities and management skills
- Excellent organizational skills

- Strong interpersonal skills
- Demonstrated supervisory ability
- Demonstrated leadership ability
- Demonstrated ability to communicate clearly and concisely, both orally and in writing
- Strong marketing expertise and experience
- Strong knowledge of accounting software
- Financial expertise and experience

Salary

Competitive compensation (DOE) with excellent benefits package.

Application process

Submit cover letter and resume to
Brad Erickson, Executive Director
Theatre Bay Area
brad@theatrebayarea.org.

Deadline: Until filled

Theatre Bay Area has a collegial, inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply. Theatre Bay Area is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability or veteran status.