



**Position Title:** Managing Director

**Reports to:** Artistic Director

**Supervision Requirement:** Supervises at minimum, Office Manager, Development Associate, Box Office Staff, vendors

**Hours:** Full-Time, salaried, exempt status

The Managing Director will provide leadership, direction, supervision and support to and of program and administrative staff based on the mission and vision of the Artistic Director. The Managing Director will execute, direct, supervise, manage and evaluate of all aspects of daily operations including personnel, marketing and communications, development, budgets/finances, and general administration. The Managing Director facilitates and manages the day-to-day business and operations of Hillbarn Theatre

**Essential Functions:**

***Leadership***

- Act as an administrative leader of Hillbarn Theater Org, working in partnership with and at the direction of the Artistic Director, to fulfill the organization's mission in an effective, financially prudent manner.
- Draft, propose and implement appropriate policies and procedures to achieve organizational goals and mission.
- Monitor and evaluate effectiveness of all organizational systems, structures, staffing, finances, and other internal operations; identify and recommend alternative approaches or improvements; implement approved revisions, adjustments and changes.
- Work closely with Artistic Director respecting public relations, Board of Directors relations, funder relations (individual and institutional), and on administration of special projects.
- Serve as role model and leader for staff and represent organization to public.
- Attend Hillbarn Theater Org events.
- Maintain complete and accurate records.

***Human Resources***

- Implement approved human resource policies and procedures abiding by current local, state, and federal labor laws and guidelines.
- Recruit, hire and train new employees, and build effective team-oriented environment.
- Supervise and support staff in discharge of duties and scheduling of responsibilities.
- Manage staff priorities, assign and ensure timely completion of staff duties.
- Conduct staff performance reviews.

- Oversee all operational scheduling to meet organizational needs and maximize efficiencies.
- Lead regular and special staff meetings.
- Manage day-to-day human resource, insurance, benefits, bookkeeping and related needs
- Continually evaluate and propose opportunities for improved staff functioning.

#### ***Fund Development: Operating and Capital***

- Supervise development staff and direct institutional grant calendar and proposal development for general operations and special projects and initiatives. Participate in grant writing as needed.
- Participate actively in all facets of the identification, cultivation, solicitation and stewardship of individual and institutional funders.
- Continually evaluate and propose opportunities for increased institutional and individual funding.

#### ***Marketing and IT***

- Create and maintain a successful brand and image that attracts the community to Hillbarn productions, conservatory activities, promotional events and programs
- Review current marketing trends and communications to determine the effectiveness of different styles and strategies
- Work with both the Marketing and Development/Gala Committees to develop successful strategies and campaigns that attract new ticket holders, cultivate patrons, and nurture our current supporters.
- Research competitors to stay current with similar productions or services in the market
- In collaboration with team leads, create a rolling 6-month marketing plan and calendar that promotes Hillbarn productions, conservatory classes, fundraising events and donor programs.
- Coordinate marketing calendar with staff and board committee members' responsibilities to create synergy (Marketing and Development/Gala Committees)
- Work with team for social media posts, Hillbarn website updates, and develop marketing materials: flyers, posters, etc.
- Maximize social media opportunities to build awareness of brand and offerings.
- Manage IT infrastructure and maintenance.

#### ***Fiscal Oversight and Financial Management***

- Develop annual operating, special project and capital budgets.
- Lead and execute all financial systems and reporting, including reporting to Board of Directors. Serve as staff liaison to Finance Committee.
- Monitor fiscal expenditures and revenue; revise annual operating budget as necessary.
- Work with bookkeepers, auditors, board committees, bankers and others to ensure sound and coordinated fiscal operations.
- Manage and execute all day-to-day finances, bookkeeping and accounting, forecast needs and recommend appropriate and timely solutions.

- Represent organization in drafting, negotiating, executing and reporting and ensure compliance on all contractual matters and in relations with third parties.
- Ensure compliance with funding sources and grant/contract reporting requirements. Prepare financial reports for grants as required.
- Manage all insurance needs and dealings with all vendors.
- Continually evaluate and propose appropriate cost saving and revenue generation opportunities in all facets of organization.

### ***Board Relations***

- Work with Artistic Director and Board members to facilitate Board of Directors contribution to organization.
- Continually evaluate and propose improvements for staff / board communications and relations.
- Participate on Board Committees as requested.
- Lead staff communications with Board of Directors including direct reporting to Board as requested.

### ***Facilities***

- Continually evaluate and propose improvements for use of facility.
- Schedule and manage all facets of licensing/leasing/renting facility to third parties.
- Monitor and manage all maintenance, infrastructural needs, equipment and systems.
- Serve as lead representative with contractors, architects and others related to facility maintenance and improvement.
- Monitor and manage code compliance, licensing and permitting.

### **Qualifications:**

Ideal candidate will have at least 5 years' experience as a senior level arts administrator; will be an organized self-starter with positive energy; will be able to make a full commitment to the long-term success and growth; will be a team player willing to work as part of a small dedicated staff; will be able to manage and motivate staff. The candidate will also have excellent communication and organizational skills, writing skills and attention to detail; will have the ability to network, delegate, prioritize and multi-task in a fast-paced, creative environment; will be able to maintain schedules/deadlines and manage multiple projects simultaneously. QuickBooks, MS Word, Excel, Outlook, database and social media skills required. BA/BS degree minimum; Masters preferred.

### **Application Instructions:**

Full-time position; events require some night/weekend hours and some travel, including weekends. Competitive salary plus benefits. We are an equal opportunity employer.

Please send resume and cover letter to [jobs@hillbartheatre.org](mailto:jobs@hillbartheatre.org)