



## JOB OPENING: MANAGING DIRECTOR

### ABOUT WORKING THEATER

Founded in 1985, Working Theater exists to create theater specifically *for, about, and with* working people, the community that makes up the majority of the overall metropolitan workforce. To that end, we make our productions relevant, accessible, and affordable to all regardless of geography or socio-economic status because we believe that theater should be a part of everyone's everyday culture.

### ABOUT THE ROLE

Working Theater seeks a Managing Director to join our team as part of a new shared leadership structure which will include a Managing Director and an Artistic Director who will work together with staff, board, and supporters to advance the mission of the Working Theater. This role will be best suited to a creative, committed and flexible administrative professional with experience in fundraising, theater production and nonprofit financial management.

### SHARED RESPONSIBILITIES

**- Overall Mission & Vision Articulation, Championing, & Implementation**

**-Season and Special Event Programming, Planning, and Implementation**

**-Stakeholder Relations, including Community, Audience, Artists, and Funders**

#### **-Executive and Organizational Leadership**

- Build and nurture a strong partnership to form a transparent and collaborative executive leadership team.
- Implement financial and organizational strategies to ensure the overall organizational health and achievement of mission.
- Guide and implement strategic organization-wide efforts in equity, diversity, inclusion, and anti-racism.
- Build on and promote cultural practices to foster an inclusive environment of excellence that attracts, retains, and empowers an engaged and skilled staff, committed board members, and passionate artists.
- Problem-solve creative or personal conflicts in productions, programs, and operations.
- Develop positive, responsive, and collaborative working relationships with the board of directors, reporting regularly on the organization's activity.
- Attend all Executive and full Board meetings as members of the leadership team, including Board Committee meetings as may sometimes be required.

#### **JOB SPECS:**

30 hrs/week salaried, exempt  
\$55,000 annually  
QSEHRA \$400/month  
Simple IRA 3% match  
Life Insurance  
2 weeks PTO

Based in NYC: Hybrid remote.  
Regular in-person work required,  
some evening and weekends  
required for programs/events.

Desired start date: June 15

#### **TO APPLY:**

» Please submit a cover letter and resume via the online form at [theworkingtheater.org/work-with-us](http://theworkingtheater.org/work-with-us)

We will review applications on a rolling basis. If you have any questions, technical difficulties, or require different access needs to complete your application, please email: [jobs@theworkingtheater.org](mailto:jobs@theworkingtheater.org)

#### **LEARN MORE ABOUT US:**

» [theworkingtheater.org/mission](http://theworkingtheater.org/mission)

#### **EQUITY COMMITMENT:**

As an equal opportunity employer, we are committed to employment practices that ensure employees and applicants are provided with opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, sexual orientation, gender identity or expression, genetic information or any other factor that is not related

## KEY RESPONSIBILITIES

### **Strategic Leadership, Financial Sustainability, and Vision**

- Lead the development and management of organizational budgets, oversee organizational expenditures, and implement internal controls.
- Report regularly to the Board Finance Committee. Work with contracted Bookkeeper and Business Manager to provide quarterly reports and monthly reconciliations, and facilitate the preparation of annual financial statements.
- HR Management:
  - Work with Business Manager to oversee compliance, legal, benefits, and insurance needs.
  - Oversee preparation and execution of contracts for seasonal employees, producing partners, and freelance collaborators.

### **Program Management and Producorial Support**

- Administrative oversight of artistic programming:
  - Financial oversight and accountability.
  - Lead communication and negotiation with artists' unions, production management, stage management, venue and community partners.
- Administrative oversight of Direct Access programs including union-commissioned plays, training & educational plays, TheaterWorks! program, and Mark Plesent Commission Fund.
- Budgeting and negotiation with artistic, community, and venue partners.

### **Development, Fundraising, and Donor Relations**

- Create and pursue contributed revenue goals, including donor campaigns, board giving, major gifts, sponsorships, fundraising events (including the annual Bridge Awards Benefit), grants, and other development efforts that increase the number of supporters and depth of support.
- Engineer strategies in fundraising, resource development, marketing, and communications to significantly enhance revenues and create a wider base of support that builds upon the loyal financial foundation within the organization.
- Strategize to advance earned revenue goals, and support branding, public messaging, advertising, social media, and other public communications.
- Lead grant writing efforts and coordination of solicitation meetings and cultivation events.

### **Community Engagement, Communications, and Audience Development**

- With Artistic Leader, support the next phase of WT's Five Boroughs/One City Initiative
- Cultivate and steward strategic community partnerships with labor unions, arts organizations, and a diverse audience of working people across New York.

## RELEVANT SKILLS & EXPERIENCE

- Nonprofit financial management, team management, and fundraising experience, including grantwriting, research, and reporting.
- Strong writing, communication, organizational, and administrative skills.
- Ability to take initiative and independently problem solve.
- Ability to work in a diverse and multicultural environment
- An eagerness and ability to quickly learn new software and technology tools. Strong computer, web, html, or design skills a plus.
- A meaningful personal connection to theater and/or the stories of working people.