

## AMERICAN STAGE MANAGING DIRECTOR SUMMARY:

American Stage Theatre Company in St. Petersburg, Florida is seeking a Managing Director with demonstrated executive leadership skills to work under the leadership of the Producing Artistic Director and Board of Trustees to fulfill the company's mission to reinforce the power of live theatre with high quality productions of compelling plays that excite, educate, uplift, inspire and challenge a diverse audience.

Founded in 1977, American Stage is Tampa Bay's longest-running, critically acclaimed professional theatre, committed to its role as a vital arts leader, contributing to the cultural landscape of the region by pursuing innovative programming and deeper connections with our community through our high-quality mainstage productions, our annual American Stage in the Park production, and our robust education and outreach programs. With powerful stories, boldly told, American Stage aspires to make the experience of dynamic, relevant, world-class theatre accessible for all.

At American Stage, we see the empty space as an opportunity for social change & civilized discourse to occur --one of the few sacred places left in a far too noisy, often divided, world where human beings can still sit in the quiet dark together, think a while, & be awakened. To gain a richer connection to the fragility of beauty & pain that exists in all art & life.

Theater of, by, and for all people. Artist-driven, radically inclusive, and fundamentally democratic. Through artistic excellence and the craft of storytelling, American Stage is committed to creating a safe space for multicultural artists to share their full humanity, as we come back to the theatre at this exciting but challenging time. We choose to create a new American Stage that enriches and embodies the rich diversity and cultural tapestry of America and truly reflects the American experience.

The Managing Director will guide the vision, development and strategy for American Stage's long-term growth and will provide strong leadership for the board, staff and artists. The Managing Director enables American Stage Theatre Company to realize its goals for artistic excellence, equity, diversity and inclusion, fiscal stability and audience cultivation. The Managing Director reports to the Producing Artistic Director and receives a review annually from the executive committee of the board.

### POSITION:

Managing Director of American Stage Theatre Company

Full-Time, Salaried Position with Benefits

SALARY:

\$80,000

REPORTS TO:

Producing Artistic Director

RESPONSIBILITIES INCLUDE:

1) Executive Leadership

a. With the Producing Artistic Director and the Board, update, maintain and execute American Stage's Strategic Plan with personal emphasis on fundraising, finance, organizational structure and operations---in support of the company's Mission and Vision

2) Fundraising

a. With the Director of Development, plan and manage all Development and Fundraising programs

b. Provide leadership to American Stage's Producing Artistic Director, Education and Engagement Departments and Board of Trustees to create and carry out fundraising plans and meet financial development goals

c. Create and manage Annual Giving Campaign

d. Direct and lead institutional fundraising with foundations, corporations and government agencies

e. Oversee communication with donors and patrons when it relates to fundraising or institutional advancement, ensuring best practices are being used in stewarding our patrons

f. Oversee the patron database and ensure that best practices are being used in recording and analyzing data

### 3) Finance Management

#### a. Budgets

a.i. Manage the creation of American Stage's annual operating and capital budgets

a.ii. Manage financial reporting systems to ensure that all directors and managers have the information they need to manage their individual budgets

a.iii. Communicate monthly and annual financial progress against budget to the Board of Trustees

#### b. Finance Operations

b.i. Manage the overall financial operations of the organization with the support of the Box Office and Administrative Departments

b.ii. Manage all external financial reporting of the organization

b.iii. Provide financial reports to the Finance Committee of the Board of Trustees and to the full Board

b.iv. Provide financial analysis and recommendations to guide the organization's financial decisions

b.v. Work with outside auditors to assure that all financial systems and internal controls are adequate to appropriately serve the organization and guard against fraud and waste

b.yi. Oversee and manage the bookkeeping, development, as well as company management

b.yii. Oversee and execute all contracts for the theater including but not limited to artistic, consultant, administrative, managerial, etc.

### 4) External Relations

- a. Serve as a key representative of American Stage in the community, including cultivation of donors, funding institutions and government agencies
- b. Represent American Stage in communication with external agencies that have the power to govern or influence financial or administrative demands within our industry (i.e. TCG)
- c. Provide additional support for and attend meetings, fundraisers, events, celebrations, opening nights, etc

#### 5) People Management

- a. Manage, coach and supervise all non-Production employees except those who report to the Producing Artistic Director
- b. Through the Box Office and Administrative Departments, ensure that American Stage's employment policies and reporting are consistent with all rules and regulations governing working in the State of Florida
- c. Ensure that American Stage's employment policies and employee handbook are current and complete and support the organization's staffing goals and needs
- d. Oversee recruiting, training, coaching and retention of staff
- e. Foster an office culture of teamwork, generous collaboration, clear communication, effective delegation and mutual support

#### 6) Board Relations

- a. Work with the Producing Artistic Director to support the development and effective operations of the Board of Trustees
- b. Work with the Board Chair to identify need for committees and prioritize work of the Board
- c. Provide monthly written reports to Board
- d. Work to grow the Board through active Board cultivation and recruitment
- e. Serve as staff liaison for Finance and Development Committees of the Board

## 7) Contract Management

- a. Oversee all of American Stage's contracting with external agents, including: Actor's Equity Association, SDC and USAA, insurance agreements, leases, rights/royalty agreements, vendors, etc.
- b. Maintain open communication and good collaborative relationship with the leadership of Partnered Organizations

## 8) Technology Management

- a. Ensure that the organization has the information, communications and technology systems that it needs to be effective

### Reporting:

The Managing Director reports to the Board of Trustees and oversees the Marketing and Communications Department Head, Box Office Director, Administrative Department and their direct reports.

### Rate and Schedule:

This is a full time salaried position with benefits.

### The ideal candidate will:

- Combine demonstrated business acumen with strong management skills
- Have the vision to design and execute American Stage's resource development in the short, intermediate and long-term to help American Stage achieve sustainable growth into the future

- Be a charismatic communicator with the ability to establish long-lasting, productive relationships with the Board, staff and community of patrons and funders
- Have demonstrated ability to generate earned income and philanthropic support and a passion for organizational development.

Qualification Requirements:

- A bachelor degree in business, non-profit administration, or related field
- Minimum of either 3 years executive experience in a non-profit arts organization of similar size or 5 years experience as a department head or senior staff of an organization of greater size
- Significant experience interacting with Boards, Volunteers and Funders
- Experience building revenue and philanthropic support, including grant writing.
- Management of a development campaign is desired

How to Apply:

This position is open until a diverse candidate pool has been achieved. To apply, please send a current resume and cover letter stating how your qualifications, experience, and goals are a match for this position.

Please send an email to [employment@americanstage.org](mailto:employment@americanstage.org)

Please include in the subject line, Your Last Name, Managing Director Position

Please no phone calls, drop ins or physical mailings.

The information presented indicates a general nature and level of work expected of this position. It is not a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.