

## **Managing Director Position**

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Start Date: October 15, 2011

Full time 12 month contract, with option to renew

Salary: negotiable

Capital Playhouse, the premiere musical theater of the South Puget Sound, seeks a Managing Director. The Managing Director will be responsible for all aspects of finance, marketing, development, planning, general administration and human resources. This person will work as a partner with our Artistic Director to conceive, manage, and produce our programming.

The Managing Director will work closely with the Board, oversee the fiscal integrity of Capital Playhouse, create an annual budget, develop and oversee fundraising programs, actively cultivate relationships with corporate and community organizations, hire and manage staff, oversee the company's public image, supervise the logistics, promotion and organization of the annual Kids at Play (summer theater) program, as well as overseeing logistics, promotion and organization of the annual regular Season in a Box chamber musical series.

The Managing Director will create outreach programs, oversee program budgets, manage all systems, represent Capital Playhouse at public functions, and report directly to the Board. At this time, the Playhouse is in a transition period, and has the good fortune to have our long-time Musical Director serving as our Interim Artistic Director. The intention of the Playhouse is to eventually hire a full-time Artistic Director who will work in partnership with the Managing Director.

### **QUALIFICATIONS:**

- Minimum of 10 years management and/or business operations experience
- Non-profit management experience required
- Knowledge of youth programming and experience in educational programming
- Successful fundraising experience and experience in business development
- Highly organized & excellent communication skills
- Experience and confidence as a public speaker
- Strong people skills. Team builder, able to motivate people

### **PREFERRED, BUT NOT REQUIRED**

- Professional training in non-profit management
- 3-5 years experience in theatre management

### **APPLICATION PROCESS:**

Send letter, resume detailing non-profit, theatre, management experience and 3 or more references. Provide samples of fundraising grants, reports, organizational/administrative documents, and newspaper or magazine articles.

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**Physical Address:** 612 E 4th Ave Olympia, WA 98501

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## **CAPITAL PLAYHOUSE MANAGING DIRECTOR**

### **JOB DESCRIPTION**

#### Joint Responsibilities with Artistic Director

1. The Managing Director and Artistic Director are charged with working in close cooperation to build, nurture and sustain the theatre company to achieve its Mission.
2. They will work together to achieve optimal annual budget performance and to ensure the financial integrity and stability of the institution.
3. They will oversee all strategies and policy decisions that would impact internal and public perception of Capital Playhouse.
4. The Directors will maintain close ties to the theatre industry (both regionally and nationally) in order to assess current trends, harness timely opportunities, and stay abreast of issues that directly impact Capital Playhouse.
5. The Directors will oversee the development and management of programs.
6. They both report directly to the Board of Directors, and both provide guidance to the Board.

#### **General Responsibilities of Managing Director**

1. The Managing Director has responsibility for all aspects of finance, marketing, development, planning, general administration and human resources and should continuously find the best means to prioritize and resolve a multiplicity of issues.
2. The Managing Director will be a leader and manager with excellent communication skills and the ability to harness available resources with precision and skill. The Managing Director will have experience and expertise in working with Artistic Staff in such a way that respects their abilities and contributions, but also guides the organization in fiscally prudent ways.
3. The Managing Director will create a healthy, dynamic organization in which the exchange of ideas is honored, the issues that face the theatre are handled knowledgeably and intelligently, and all members of the company, including the Board of Directors, are appropriately well informed.

#### **Specific Duties of Managing Director (not in order of importance)**

- 1) Make policy recommendations to the Board of Directors; provide detailed information to the Board so that they are sufficiently well informed to make policy

decisions; and work closely with the Board to harness the individual talents and capabilities of each Director.

2) Oversee the fiscal integrity of the organization including the preparation of the annual budget (with the cooperation of the AD, staff and Finance Committee), the creation of reporting and auditing infrastructure, and financial accountability to monitor and report budget activity.

3) Develop and oversee resourceful, creative and thoughtful approaches for development and fundraising programs that achieve contributed income goals. Actively engage in fundraising on behalf of the theatre by:

- a. Creating Programs/Plans (with input from the Artistic Director);
- b. Writing Boilerplate grants (with Board of Directors);
- c. Locating Grant sources (with Board of Directors);
- d. Serving as Spokesperson with foundations/corporations/government;
- e. Pursuing relationships with corporate, government and community organizations
- f. Developing/managing individual giving and creating a "Friends of Capital Playhouse" program to manage our long-term giving from the community.
- g. Manage required reporting processes for grants and programs so that they are completed accurately and in a timely manner;

4) Use all possible means to keep up to date on theatre and youth programming issues that have a direct impact on the theatre.

5) Administer all hiring decisions and oversee the implementation of human resources policies to ensure that staff has adequate resources and clarity of purpose to perform their jobs.

- a. Create or ensure that systems are in place to carry out yearly personnel evaluations;

6) Oversee the theatre's public image in all markets by ensuring that marketing and PR materials and plans offer a reasonable and thoughtful approach to achieving earned income goals.

- a. Oversee and contribute to regular communications with company and public / b. Oversee all public materials, press releases, website;

7) Develop and implement strategic actions to support long-term goals, which have been clearly defined for staff and approved by the Board.

- 8) Develop partnerships with other theatres and schools in the South Sound;
- 9) Develop student and staff evaluation forms and with AD conduct a program evaluation in the Spring of each year;
- 10) Supervise and oversee all outreach programs (with the AD) to ensure an appropriate balance between income and grant related activities.
  - a. Create or ensure that all programs are evaluated;
- 11) Create, maintain and monitor all program budgets.
- 12) Oversee and maintain (with Office Manager) integrity of company's computer system, database and backup systems.
- 13) Serve as an *ex-officio* member of the Board of Directors.

### **ABOUT CAPITAL PLAYHOUSE**

Capital Playhouse celebrated its 25th season in 2011 as a regionally acclaimed theater with diverse offerings in educational programming, community theater and professional productions. Since 1986, Capital Playhouse has provided programming for children, young adults, and for the broader community. Capital Playhouse has served an audience of 250,000 over the course of its history, and currently serves an annual audience of approx. 3,000 patrons, along with hundreds of students in our regular annual youth programs.

Capital Playhouse programs include:

1. Season in a Box – chamber musical series in a black box + Act II straight play series
2. Kids at Play – summer stock theater (5-6 full mainstage productions)
3. Kids in Koncert – premiere youth choir for ages 8-18
4. Students on Stage – theater in the schools program

Capital Playhouse is based in the state capitol of Olympia, Washington, and our primary performance space is in the vibrant downtown core. Our team of theater professionals supports performances at schools and at other theaters throughout the region, including stages large and small.

Capital Playhouse full time staff positions include: Artistic Director, Musical Director, Technical Director, Set Designer, Office Manager, Students-on-Stage Artistic Director and Business Manager. In the past, the staff has also included a full-time Choreographer, a full-time Costumer and Development and Marketing positions. The Board plans to extend our staff in the coming years by adding a Program/Production Manager, Marketing Director and Development Director. The company works with a large body of professional artists as contract employees. The South Sound theatrical community is rich and varied.

Capital Playhouse is regionally recognized as a leader in theater arts, with a specific focus in musicals. Our Playhouse is regularly named "Best of the South Sound," and "Best Playhouse." Our actors and directors are often cited for the high caliber of their productions and performances.

Alumni of our youth programs have gone on to Equity acting roles, featured roles in television and film, and have also become leaders at Fortune 500 companies.