

Managing Director

Position Summary:

The Lakewood Playhouse is looking for a Managing Director to co-lead the Playhouse, in partnership with the Artistic Director. The leader we seek will have great chemistry with the AD and will have a record of management and leadership.

The Managing Director is responsible for management oversight of the organization including design and implementation of all fundraising and development (audience and donor) activities; supervising all non-artistic staff; and working collaboratively with the Artistic Director to ensure the financial integrity and accountability of the organization. The Managing Director works in partnership with the Artistic Director to provide the vision and leadership necessary for fulfilling the mission of the organization.

About Lakewood Playhouse

Lakewood Playhouse: live theatre and theatrical education - telling our stories and inspiring our community.

The Lakewood Playhouse was founded in 1938 as a community theatre and produces in an intimate 151-seat theatre located in the Lakewood Towne Center. In addition to six mainstage shows, the Playhouse also provides theatre classes, and camps through the Lakewood Institute of Theatre.

Responsibilities:

General Office: Lakewood Playhouse operates with a small staff. Employees support daily office functions including answering phones, ticket orders, taking out trash, etc.

Financial Management: The MD is ultimately responsible for effective budgeting, reporting and control, and for the overall financial good health of the organization.

Human Resources: The Managing Director hires administrative staff, manages payroll and maintains the Handbook.

Development/Fundraising: Create and implement fundraising plan coordinating with the Artistic Director. The MD ensures successful fundraising through annual appeals, marketing and collateral pieces and relationship development. The MD communicates the theatre's vision to funders & inspires them to give. Oversee all annual, project and capital campaigns.

Box Office/Audience Development: The MD oversees all Box Office operations and Audience Development.

Strategic Planning: MD identifies, develops, facilitates, implements and monitors the strategic planning process, including short and long term goals and objectives

Advocacy: In conjunction with the Artistic Director, the Managing Director presents the public face of the Theater and when called upon, speaks to private and public organizations and to the press.

IT/Technology: Has working knowledge of and oversees computer hardware/software/networking systems, telephone and voicemail systems.

Facilities: The Managing Director oversees the maintenance of the Playhouse facilities.

Board of Directors Development & Support: The MD Works with the Board of Directors and Artistic Director to coordinate donor development and fundraising activities to ensure The Playhouse's financial stability and promote sustainability.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of the regional and national artistic communities
- Excellent time management skills
- Strong financial accounting and management skills including budgeting
- Strong strategic and analytical skills, with the ability to interpret information quickly and accurately and to implement directives
- 3+ years' experience in theater production
- 3+ years' experience in supervising professional staff and volunteers
- Excellent oral and written communication skills, and a passion for sharing the performing arts with the greater community
- Organized and creative, able to work under deadlines and on a limited budget
- Highly motivated self-starter who enjoys helping organizations grow and develop
- Awareness of, and commitment to, practices that expand diversity, equity and inclusion
- Strong attention to detail and accuracy
- Ability and willingness to inspire, coach and/or mentor artists
- Ability and passion to work inclusively with all ages and diverse populations
- Experience in fundraising efforts
- Minimum Bachelors Degree in theatre, performing arts, and/or equivalent work experience
- Experience leading theatrical production teams

PREFERRED:

- Experience designing and implementing a fundraising plan; letter writing, grant writing and/or event management
- Experience working at a non-profit theater
- Experience in planning and organizing a theatrical season
- Experience on stage in the performing arts and/or in any aspect of technical theater
- Experience working backstage or in other technical theater arts
- Strong presentation skills in public setting
- Experience in conflict resolution and creating a collaborative environment

Other key competencies of this role include:

- **Personal Accountability** – The willingness to self-evaluate, learn from mistakes, take responsibility for personal actions and decisions, accept setbacks, look for ways to progress, and understand how obstacles impact results.
- **Diplomacy and Leadership** – The capacity to listen to and understand different perspectives, handle difficult issues with sensitivity and respect, and communicate effectively across diverse constituencies and hierarchical and functional borders.
- **Resiliency** – The recognition that criticism is an opportunity to improve with the ability to quickly recover from adversity, overcome setbacks, and remain optimistic when working through obstacles and challenges.

- Flexibility – The agility to respond promptly to shifts in priorities and tasks with minimal resistance as well as accept new ideas and approaches.

COMPENSATION: \$30,000 – \$35,000. Part time, hourly.

TO APPLY: Please e-mail cover letter, resume, and three references to jobs@lakewoodplayhouse.org No phone calls please.

Lakewood Playhouse is committed to ensuring equal employment, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, gender expression, sexual orientation, predisposing genetic characteristics, marital status, familial status, veteran status, military status, domestic violence victim status, or criminal conviction status.

Lakewood Playhouse will maintain the confidentiality of information provided by all applicants.