

Managing Director

The Managing Director of Penobscot Theatre 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 Producing Artistic Director to ensure the financial integrity and accountability of the organization. The Managing Director works in partnership with the Producing Artistic Director to provide the vision and leadership necessary for fulfilling the mission of the organization.

ESSENTIAL FUNCTIONS

This is a full-time, year-round position. Specific duties include, but are not limited to, the following:

ADMINISTRATION

- In collaboration with the Producing Artistic Director, hires all administrative staff, including but not limited to:
 - Business Manager
 - Marketing Director
 - House Manager
 - Box Office Manager
- In collaboration with the Producing Artistic Director supervises Business Manager
- Directly supervises Marketing Director, Development Director, House Manager, Company Manager and Box Office Manager
- Identifies, develops, facilitates, implements and monitors the strategic planning process, including short and long term goals and objectives
- Makes policy, administrative, and management decisions concerning the daily operations of PTC in conjunction with the Producing Artistic Director.
- Monitors, surveys, and inspects various aspects of PTC's operations on a frequent and continuing basis to ensure high quality conditions and appearances, trouble shoot problems, recognize accomplishments and results

DEVELOPMENT/FUNDRAISING

- Create and implement fundraising plan with input from the Producing Artistic Director
- Oversee all aspects of the capital and annual fund campaigns, including developing solicitation strategies for gifts, donor recognition, and stewardship
- Research and write grants to foundations and government institutions to achieve budgeted goals
- Oversee the planning and execution of fundraising and cultivation events
- Develop and manage corporate sponsorships
- Appear at fundraising events

MARKETING & PUBLICITY

- Oversees the development of all marketing materials, working closely with the Marketing Director
- Drafts or approves all press releases
- Collaborates with the Producing Artistic Director and Marketing Director to develop print, radio and television advertisements
- Fosters positive relationships with the media (both editorial and advertising) in partnership with the Marketing Director
- Participates in publicity efforts by making media and public speaking appearances
- Oversees website and social media accounts (Facebook, Twitter, etc.)

AUDIENCE

- Collaborates with the Producing Artistic Director to:
 - Set all ticket prices and subscription options
 - Oversee subscriber communications
 - Create and implement all audience development initiatives
- Oversees audience amenities
- Responds to complaints/accolades

IT/TECHNOLOGY

- Has working knowledge of and oversees computer hardware/software/networking system
- Oversees telephone and voicemail systems

FINANCES

- Oversees the development of financial reports in partnership with the Producing Artistic Director and working closely with the Business Manager
- Develops budgets in partnership with the Producing Artistic Director, Business Manager and Board of Directors
- Oversees and approves payroll
- Monitors PTC's compliance with federal, state, and local law and regulations pertaining to the organization
- Reviews and signs checks
- Holds credit card account for theatre purchases
- Oversees relationship with the auditor
- Oversees all insurance contracts

OUTREACH/ADVOCACY

- Serves on community boards and represents the theatre at civic events as appropriate
- Serves as an advocate for business, community, and cultural development in Bangor and the region
- Attends local, statewide and national conferences as available to keep abreast of new trends, activities, and concepts in the industry
- Serves as a primary point of contact with federal, state and local officials and will maintain positive relationships for work on special projects such as management of properties, community revitalization projects, cooperation agreements, etc.
- Discuss PTC goals, priorities, problems, and concerns with officials, representatives, and members of the local government, news media, social and public service agencies, and other stakeholders when necessary
- Acts as a spokesperson for the Penobscot Theatre and the arts

HUMAN RESOURCES

- Is willing and able to lead and mentor staff members
- Collaborates with the Personnel Committee to maintain, edit as necessary, and enforce the Employee Handbook
- Ensures compliance with payroll and employee law
- Leads company meetings and coordinates regular staff meetings
- Manages annual employee reviews
- Sets and negotiates employee salaries and benefits in collaboration with the Producing Artistic Director
- Provides on-going decision- and problem- solving expertise and assistance to ensure a positive, productive working environment.
- Enforces personnel policies and procedures of PTC

BOARD OF DIRECTORS (BOD)

- Reports directly to and acts as co-executive staff liaison to Board of Directors
- Serves on board committees as appropriate
- Leads Board meetings in conjunction with the Producing Artistic Director
- Attends and provides reports at meetings of the Finance, Development, Personnel and Executive Committees; and attends meetings of the full board, providing comprehensive reporting as appropriate
- In collaboration with the Governance Committee, meets with prospective board members
- Develops meeting agendas
- Review goals and objectives with the BOD and periodically report on the status of such.
- Performs other related duties as assigned by the BOD

FACILITIES

- Oversees the maintenance and renovations of the Opera House, Theatre Factory, Artist's house, PTC Dramatic Academy, scene shop, and all facilities not related to artistic production
- Manages vendors as it pertains to the upkeep of properties
- Manages the contracts of custodial service providers
- Ensure that all local and state licenses are current
- Facilitates real estate acquisition and rehab of facilities

- Identifies and pursues other development opportunities to expand PTC

*These duties are not meant to be all-inclusive. As a small non-profit arts organization, all staff members are required to take on duties that are not apparent in their individual job description. It is expected that each employee will always strive to complete tasks necessary to keep the theatre operating successfully; even if that includes working in areas they are not accustomed to.

QUALIFICATIONS

- Worked at a theatre with a budget of \$1M
- Arts Management Degree or equivalent work experience
- Knowledge of the Theatre Industry
- Knowledge of the Arts
- Extensive management experience
- Ability to work with members of the public, media and policy makers
- Excellent time management skills and the ability to prioritize and shift swiftly between tasks
- Proficiency in major office software applications
- Experience planning and executing complex projects
- Exceptional verbal and written communication skills and diplomacy
- Strong analytical and problem-solving skills
- Record of organizational leadership and follow-through
- Strong work ethic and a sense of urgency
- Able to work in a fast pace work environment
- Ability to work under pressure and tight timetables

PHYSICAL DEMANDS

- Ability to articulate and communicate clearly and precisely when giving direction or interacting with staff, visiting artists, volunteers, students, apprentices, vendors, patrons and the general public
- Ability to manage stress, multiple tasks, deadlines, interruptions and multiple priorities; and to work cooperatively while maintaining a pleasant, professional demeanor
- Excellent hearing and vision
- Strong cognitive skills including but not limited to:
 - Ability to concentrate on complex and fine details with frequent interruption
 - Ability to understand and relate to ideas, generally several at a time, and interpret a variety of needs observed or furnished in written or oral form
 - Memory sufficient to recall significant details over long periods of time to coordinate multiple projects in accordance with defined objectives

REPORTS TO: Board of Directors

SUPERVISES: In collaboration with the Producing Artistic Director supervises Business Manager

Directly supervises Marketing Director, Development Director, House Manager, Company Manager and Box Office Manager

CLASSIFICATION: Exempt

PAY LEVEL: XXX

THIS DESCRIPTION IS NOT INTENDED TO BE A COMPLETE STATEMENT OF JOB CONTENT, RATHER TO ACT AS A GUIDE TO THE ESSENTIAL FUNCTIONS PERFORMED. REASONABLE ACCOMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS. MANAGEMENT RETAINS THE DISCRETION TO ADD OR CHANGE THE DUTIES OF THE POSITION AT ANY TIME. INDIVIDUALS WHO WORK AT PENOBSCOT THEATRE COMPANY ARE "AT WILL" EMPLOYEES. A MORE COMPLETE EXPLANATION OF PENOBSCOT THEATRE COMPANY PERSONNEL PROCEDURES IS DESCRIBED IN THE PERSONNEL MANUAL.