

Oddfellows Playhouse Youth Theater seeks a MANAGING DIRECTOR

Full-time, year-round position

Salary range: \$45,000 - \$47,000 plus Health Insurance

Posted December 2, 2019. Applications will be accepted until the position is filled.

Please send cover letter and resume to:

Managing Director Search

Attn: Dic Wheeler

Oddfellows Playhouse

128 Washington Street

Middletown, CT 06457

Or email to: dic@oddfellows.org

The Managing Director works with the Executive Artistic Director to ensure the health and direction of the Playhouse. The MD provides strategic, managerial, and financial vision for the Playhouse, while ensuring that the core values and mission of OP are served by the programming, productions, outreach and marketing materials. The MD collaborates with the EAD on major decisions regarding the future of the Playhouse.

The managing director will demonstrate a genuine commitment to the Playhouse's three-fold mission: to the art of the theater, the education of young people and the pursuit of social justice, and be able to articulate the mission effectively to the board, staff, participants, contributors, and the general public.

Oddfellows Playhouse, located in Middletown, CT, is Connecticut's oldest and largest theater program for young people. The Playhouse occupies a 10,000 square foot building in downtown Middletown and offers programs year-round to young people ages 3 – 20.

www.oddfellows.org

CORE SKILLS AND COMPETENCIES:

- Must be well-organized and able to work well with colleagues in a close environment.
- Must be able to manage several projects simultaneously and determine priorities.
- Experience managing a staff, including assessing skills of employees, matching with projects, and supervising.
- Strong verbal and written communication skills.
- Proven financial expertise, including work with Quickbooks, Paychex, and similar program.
- Proven fundraising expertise, including grants, individual donors, and fundraising events.
- Effective delegator.
- Strong interpersonal skills and the ability to communicate on all levels.
- Leadership ability and collaborative spirit.
- Commitment to social justice. Ability to work with diverse constituencies.
- Must be proficient in Microsoft Office, Quickbooks; knowledge of web design/IT a bonus.
- BA or equivalent required.

FINANCES

- Manage all aspects of accounting and bookkeeping, including accounts payable, accounts receivable, tuitions, and scholarship applications. Ensure timely filing of all tax-related forms and communications, including audit requirements.
- Prepare and monitor budgets and financial reports. Oversee program-specific budgets.
- Monitor systems of internal financial controls.
- Work with the EAD to ensure short and long-term fiscal stability and viability of the Playhouse.

FUNDRAISING

- Work with the EAD on all aspects of fundraising. Develop and update an annual fundraising plan. Share responsibility for research, writing, submitting and reporting on grants. Cultivate individual and institutional donors, make direct solicitations, and conduct an annual fund drive. Organize occasional special fundraising events.
- Seek to diversify funding streams and ensure the long term funding viability of Playhouse operations.

HUMAN RESOURCES

- Manage all aspects of Human Resources, including all necessary paperwork and federal, state, and local compliance, payroll, recordkeeping, personnel files, worker's comp, vacation/sick days.
- Work with the EAD to foster staff development and maximize efficient allocation of job responsibilities.

OPERATIONS

- Review all insurance needs/requirements and take responsibility for risk management.
- Together with EAD, monitor safety and security of all spaces used for Oddfellows programming.
- Work with the City and staff as needed on the physical maintenance of the building, both routine and major, to the extent that the Playhouse is responsible for the building.
- Provide overall office management, including purchasing supplies, managing mail, and maintaining office machines.
- Oversee maintenance of Playhouse mailing lists and data systems.
- Work with EAD to ensure that all aspects of Playhouse operations are occurring on-schedule, and in a safe and efficient manner.
- Prepare artist contracts in conjunction with EAD.
- Maintain accurate and comprehensive records of Oddfellows activities and ensure that Playhouse activities are in compliance with all federal, state, and local laws.

MARKETING

- Work with the EAD on the marketing of Playhouse programs and productions. Share responsibility for publications, publicity, media relations, website and advertising.
- Cultivate professional associations and contacts and serve as a public face of the organization.

BOARD

- Work with EAD to keep Board abreast of major organizational issues and updated on all operational, managerial, financial, personnel, and strategic aspects of the Playhouse.
- Work with EAD and Board Chair to lead Board to engage in strategic planning on a regular basis.

LEADERSHIP

- Actively engage and energize Playhouse volunteers, Board members, event committees, alumni, families, partnering organizations and funders.
- Collaborate with EAD on long-range planning, both budget and program.
- With the EAD and Board, plan for the future. Stay abreast of developments in the field, setting standards for the Playhouse. Monitor the exterior environment for opportunities and dangers. Evaluate Playhouse programs and operations. Identify and implement new programs, program modifications or changes in operations to maximize efficiency and effectiveness in pursuit of the mission.
- Foster accurate, positive perceptions of the Playhouse.

Posted December 2, 2019. Applications will be accepted until the position is filled.

Please send cover letter and resume to:

Managing Director Search
Attn: Dic Wheeler
Oddfellows Playhouse
128 Washington Street
Middletown, CT 06457

Or email to: dic@oddfellows.org