

GRANDSTREET THEATRE

Position:	MANAGING DIRECTOR		
Reports to:	Board of Directors		
Supervises:	<ul style="list-style-type: none"> • Artistic Director • Director of Education • Development Director • Technical Director • Finance Manager • Audience Services Manager • Box Office Manager • Custodian • Others as assigned by the Board 		
FLSA Status:	Exempt	Position Status:	Fulltime
		Contract Position:	Yes

Essential Functions:

The Managing Director is responsible for overall theatre operations, fiscal oversight, staff management, and facilities oversight under the guidance of the Board of Directors. Responsibilities include the daily operation of the theatre, implementation of and compliance with organizational policies and procedures, and supervision of all activities related to the production of plays, operation of the theatre school, and the operation and maintenance of the facilities at Grandstreet Theatre. The Managing Director collaborates with the Artistic Director and the Director of Education to lead artists, staff, and the community with realizing the Theatre's mission in concert with the direction of the Board of Directors.

Minimum Education and Experience Requirements:

- A bachelor's degree and five years of professional leadership experience. All degrees are considered, and degrees in business management, administration, finance, and arts-related fields are a plus.
- Three years of dedicated staff supervisory experience.
- An equivalent combination of education and experience will be considered to meet these qualifications on a case-by-case basis.

The following are essential job functions for which the performance of this position will specifically be measured using the employee's performance management plan.

1. Financial Oversight and Development.

- Administers fiscal policies and procedures established by the Board of Directors and Treasurer of Broadwater Productions. Reports monthly budget status to the Board of Directors.
- Creates an annual budget for all theatre operations and ensures adherence to approved budgets.
- Oversees the creation of budgets for main-stage shows and theatre school programs, and monitors adherence to established budgets.
- Provides overall fiscal management by supervising cash flow, monitoring income and expenditures, following budgetary expectations, and issuing payments with the Finance Manager.

- Oversees purchasing of production supplies and materials.
- Works with Development Director and Board to ensure successful grant and fundraising activities and functions, including soliciting and securing major gifts.
- Provides leadership for and actively participates with donor development and sustaining ongoing relationships. Oversees communication with donors and patrons for fundraising strategies, campaigns, and special events with Development Director.
- Adheres to state/federal regulations for employment, payroll, nonprofit reporting, and insurance requirements.
- In conjunction with the Finance Manager and Treasurer, oversees the preparation and filing of tax returns and insurance forms and submits timely reports and payments.

2. Theatre Operations/Technology/Contract Management

- Coordinates with Artistic Director and the Director of Education to ensure program areas under each position's responsibilities are properly and effectively completed to meet the overall objectives of the theatre.
- Manages execution of theatre promotion and publicity, including overall season and show promotion.
- Oversees the development and implementation of the annual theatre master calendar.
- Ensures that contracts for services are properly executed and managed.
- In conjunction with the Artistic Director and Director of Education, establishes the show season, schedule, run dates, royalty payments, and all other details of season production.
- Acts as the representative and advocate of the theatre with government agencies, insurance companies, community and local business groups, and arts organizations.
- Ensures that the organization has the information, communications, and technology systems necessary to be effective.
- Oversees volunteer recruitment, organization, recognition, and outreach with theatre staff.
- Assists with (or if directly assigned, manages) the planning and negotiations for artistic projects.

3. Facilities Oversight.

- Oversees facility usage and provides necessary support for main-stage productions and theatre school programs.
- Coordinates use, maintenance, and insurance of theatre-owned vehicle(s).
- Oversees building maintenance to protect the safety and welfare of staff and the public.
- Monitors and ensures compliance with all health, safety, fire, and building codes. Reports noncompliance with such codes to the Board of Directors and quickly addresses and rectifies noncompliance situations following the board's guidance.
- Directs all activities onsite, cleaning of all spaces, maintenance of the building and grounds, air conditioning and heating systems, snow removal, lawn care, electrical maintenance, and painting.
- Oversees purchase of items or fixtures installed in the building and for the supplies and materials required for building improvements.
- Oversees contracting with those persons or firms qualified to repair and maintain the building and grounds as authorized in the annual budget or approved by the Board of Directors.
- Serves as liaison with the City of Helena for coordinating building maintenance, rental agreements, and usage.

4. Board of Director Relations.

- Provides detailed budget reports to the board for main-stage shows and theatre school programs; identifies any overages to established budgets and how those overages are being rectified.
- Reports operational/administrative and budget considerations to the board.
- Coordinates with board members and standing committees to plan for successful fundraising,

grant writing, future planning, improvements to and maintenance of the building and grounds, annual ticket sales, fund drives and other fundraising functions, and to represent Grandstreet Theatre at public functions and events.

- Develops, implements, and ensures compliance with policies for theatre operation in conjunction with the Board of Directors.
- Performs other duties as required or as requested by the Board of Directors to ensure success of theatre programs.

5. Team Management

- Conducts the recruitment, hiring, supervision, and performance management of theatre staff positions as assigned/approved by the Board of Directors.
- Ensures that employment policies, employee handbook, job profiles, and contracts are current, complete, and support organization staffing goals and needs.
- Provides adequate and timely communication of information to staff, project teams, temporary employees, contractors, and volunteers.
- Builds positive working relationships with theatre staff, volunteers, board, and community representatives.
- Fosters an inclusive culture of teamwork, generous collaboration, clear communication, effective delegation, and mutual support.