

**Oak Park Festival Theatre**  
**Job Description**  
**Managing Director**

The Managing Director reports to the Board of Directors and works in partnership with the Artistic Director as the Theater's executive team. The Managing Director is a leader, responsible for building an effective team internally, and cultivating a committed team to act externally in the community at large. The Managing Director is responsible for generating, directing and supervising day-to-day administrative duties and overseeing financial and facilities management, development, strategic planning and community relations.

\*\*\* In the absence of primary staff, (i.e. Production Manager, Marketing Director, Development Director, etc.) the Managing Director assumes or redistributes responsibilities until these positions can be accommodated by the company. \*\*\*

**Strategic Planning**

- Coordinate and implement long-range and annual strategic planning in conjunction with Artistic Director, staff and Board of Directors

**Administration**

- Supervise daily administrative operations and collaborate with Artistic Director in executing the season
- Personnel management, including but not limited to:
  - In conjunction with Artistic Director, supervise all staff, including coaching, mentoring, conflict management/resolution, performance management and training
  - In conjunction with Artistic Director, recruit all levels of employees including freelance and temporary employees
  - Maintain job descriptions
  - Maintain employee records
  - Manage termination processes to include exit interviews and succession planning
  - Develop, implement and manage internship program
  - Coordinate volunteers
- Maintain Theater's Company Handbook
- Maintain Backstage Website
- Maintain of all Theater's documents
- Maintain of photo archive of productions
- Call and chair staff meetings
- Procure duty timelines from all staff members, then create annual production calendar
- Manage all insurance needs

**Financial Management**

- Collaborate with the treasurer, bookkeeper & board on overall financial management
- Prepare and implement financial plan, including an annual operating budget and a long-term capital budget which supports the strategic plan
- Collaborate with Artistic Director to produce production budget for the season.
- Manage all accounts payable and receivable
- Manage payroll and payroll tax requirements such as liability payments, quarterly payment and 1099/W2s

- Manage annual audit and 990's and insure timely completion
- Generate financial reports
- Count weekly box office cash intake with box-office manager; make bank deposits
- Manage all weekly bank deposits and conduct monthly reconciliation reports
- Manage all banking and vendor relationships
- Write checks & pays bills
- Create and distribute profit and loss statements for each production
- Maintain the AEA Bond

### **Marketing**

*Including but not limited to:*

- Development of group sales
- Development of yearly ticketing strategy
- Maintain or supervise the maintenance of the website
- Provide for the creation and printing of all printed materials
- Send industry night information to various outlets
- Send judge request forms to Jeff Committee

### **Education**

- Manage, in conjunction with the Artistic Director, all educational and internship programs

### **Development**

- Grants
  - Coordinate & contribute to the writing of grants
  - Review all grant proposals and grant reports for accuracy and content before sending
  - Complete and sends IAC grant qualification paperwork
  - Write annual letters to legislators and governor for IAC grant
  - Meet with/have phone conversations with grant reviewers
- Donor Development
  - Write thank-you letters to donors
  - Work with board on annual fundraising letter
  - Send gift certificates to various charities
  - Maintain donor database
  - Maintain subscribers database
- Provide event support where necessary

### **Board Relations**

- In Conjunction with Artistic Director, maintain primary relationships with Board of Directors
- Provide the board with monthly reports to assess progress towards goals and objectives of the strategic plan, staff activity and financial updates.
- Assist board leadership with recruitment, education and board member development
- Provide logistical support to the Board including meeting logistics, preparation and distribution of agendas and supporting materials in advance of meeting dates

### **Advocacy**

- Build a positive relationship with community volunteers, donors, sponsors, public officials and other arts organizations
- In conjunction with the Artistic Director, present the public face of the Theater and when called upon, speak to private and public organizations and to the press

### **Facility Management**

- Oversee and facilitate the operation and procurement of space(s) for production and administrative purposes
  - Write annual letter to Park District requesting use of Austin Gardens; negotiates use of park with appropriate Park District personnel.
  - Order, negotiate, and signs contracts for summer sanitation facilities
- Oversee compliance with all permitting, licensing and other governmental requirements

### **Production Support**

- Work closely with Artistic Director to provide administrative services for the production process.
- Act as primary liaison with Actors Equity Association; make concession requests; send information on same
- Create production team/ actor contracts, distribute and collect paperwork
- Manage financial payment of all production staff
- Create checklists for all productions
- Reconcile designer receipts and manage final reimbursements

### **QUALIFICATIONS**

- College degree or equivalent experience
- Preferred 5 – 7 years with an arts organization
- Preferred arts management training
- Preferred strategic planning experience
- Commitment to the performing arts
- Strong organizational development and management skills
- Past success working with a Board of Directors with the ability to successfully cultivate current and new board members
- Proven leadership and relationship management experience
- Proven track record as a fundraiser
- Strong written and verbal communication skills
- Persuasive communicator with excellent interpersonal skills
- Understanding of Finance and Managerial Accounting