



## Clear Space Theatre Company

### Position Description – Managing Director

*June 21, 2023*

**General Responsibilities:** The Managing Director is responsible for the business and administrative management of the Company, including leadership in the areas of strategic planning; Board and public relations; accounting, budgeting and financial management; fundraising, development and outreach; human resources; and general business operations.

The Company is considering relocating (locally), which may involve a future capital campaign, land purchase, and a construction project.

**Reporting:** The Managing Director reports to the Board of Directors. The Chair of the Board of Directors provides regular oversight of the Managing Director, including setting of annual goals and conducting the Managing Director’s annual performance evaluation. The Managing Director directly supervises the Director of Development and Outreach and the Box Office Manager and may supervise other current or future employees as necessary.

**Shared Statement with Artistic Director:** The Managing Director and Artistic Director will collaborate on an ongoing basis to provide and exhibit strong leadership and to work with the Board of Directors, staff, artists, and the greater community to realize the Company’s Mission and Vision, as defined by the Board of Directors. More specifically, the Managing Director and Artistic Director share responsibility for ensuring that Company endeavors are financially viable and supported, and which garner the ongoing support from the Board of Directors, staff, artists, and the greater community.

The Managing Director and Artistic Director jointly guide the implementation of the Company’s strategy to ensure the organization’s long-term sustainability and growth, and are jointly responsible with enabling the Company to realize its goals and initiatives for artistic excellence, arts education and service, financial stability, fundraising endeavors, community outreach, and audience engagement and satisfaction. The Managing Director and Artistic Director ensure a continued focus on the Company’s activities and initiatives related to diversity, equity and inclusion in its practices, programming, and outreach.

The Managing Director and Artistic Director jointly consider and review best practices in the arts industry and nonprofit sector on a regular basis to ensure that the Company continues its forward momentum, and institute shifts to meet and follow those best practices to the extent possible.

### **Mission Advancement and Strategic Planning**

***Mission: To inspire audiences, artists, and students by providing high-quality performances and educational experiences.***

- Working together with the Board of Directors and the Artistic Director, oversee and ensure implementation of the Company's strategic plan and related annual organizational goals and individual staff goals.
- Ensure a continuing high level of program quality, including regular tracking, evaluation, and reporting on measures of success.

### **Board Relations**

- Working together with the Artistic Director, cultivate a strong, transparent working relationship with the Board of Directors and provide accurate, complete and timely information on the Company's programs, services and finances.
- Inform and advise the Board of Directors regarding trends, issues and opportunities that may impact the Company's mission and operations.
- Serve as a non-voting member of the Board of Directors and all standing Committees.
- Ensure ongoing and effective governance procedures on behalf of the Company, including management of the Board Policy Manual.
- Work with the Board Chair to identify the need for special committees and prioritize the work of the Board of Directors and set agendas for regular Board meetings.
- Provide monthly written reports to the Board of Directors.
- Work to increase the diversity of the Board of Directors through continuous outreach, cultivation and recruitment.
- Work with the Board Chair in the orientation of incoming Board members.

### **Accounting, Budgeting and Financial Management**

- Develop and monitor the Company's annual operating budget and provide regular reports to the Committee on Finance and Board of Directors. Work with the Artistic Director to develop and monitor operating budget items specific to the Theatre Company and the Arts Institute.
- Recommend and implement any new best practices in the financial and accounting and related fields.
- Oversee daily accounting and finance functions and its online accounting system, working daily with the Company's accounting, bookkeeping and payroll staff (either internal or external).
- Oversee daily treasury management of the Company and in particular its cash flows and manage deposits and tracking/recording of receipts. Manage all accounts payable and ensure timely issuance of vendor payments. Work with other staff to manage all accounts receivable.
- Manage all external financial and related reporting on behalf of the Company (e.g., with governmental or taxing entities).
- Provide financial analyses regarding the Company's operations and develop longer-term budget projections, particularly with respect to any future campaign or new building-related endeavors.
- Work with outside auditors to ensure that all financial systems and internal financial controls are adequate for the Company's best interests.
- Maintain the Company's accounting manual.

### **Fundraising, Development and Outreach**

- Contribute to and oversee fundraising and development strategies and supervise the Director of Development and Outreach in these efforts.
- Oversee implementation and management of a building capital campaign, should it be undertaken.
- Ensure appropriate accounting and management of all donor-restricted funds.

- Monitor sales of Company sponsorships and advertising against the approved annual operating budget. Also monitor revenues (both gross and net) for all special events, including fundraising events.
- Serve as a key representative of the Company in the community, and provide additional support for and attend meetings, fundraising events, and community and patron events to increase the Company's external image.
- Represent the Company in its external communications as appropriate.
- In partnership with the Director of Development and Outreach, oversee the Company's marketing strategies and activities to increase awareness, cultivation, and giving.
- In partnership with the Artistic Director, and when called upon, speak to private and public organizations and entities and with the press. Demonstrate excellent public relations skills.

### **Human Resources**

- Direct the Company's Human Resources functions, including oversight of employee policies and procedures, and maintain and update the Company's Employee Handbook.
- Directly supervise other key employees (currently the Director of Development and the Box Office Manager). (Note: The Artistic Director concurrently supervises the Company Manager and all artistic subcontractors and volunteers.)
- Oversee development of employee position descriptions and performance standards, including annual performance evaluations.
- Oversee employee recruitment, orientation, training, professional development, and retention strategies.
- Foster an office environment of teamwork, open collaboration, clear communication, appropriate delegation and mutual support and respect.

### **General Business Operations**

- Maintain the necessary financial, human resources and other management and administrative policies and procedures for the Company and bring relevant current or proposed policies to the Board of Directors for review and approval.
- Ensure smooth day-to-day management of the Company, including management and oversight of the theatre, the Company's offices, and office operations.
- Ensure optimal technology capabilities for the Company.
- Oversee the Company's annual business insurance policies and ensure appropriate levels of coverage.
- Oversee contract administration for the Company, including vendors and funding agencies.