

Greater Boston Stage Company Managing Director Job Description – September 2021

Note: This is a draft version pending review by GBSC Board of Trustees. (9/24/2021)

Overview

A skilled non-profit manager with exceptional business development skills to support the Producing Artistic Director to manage Greater Boston Stage Company's (GBSC) internal operations. He/she will play a leading role in the strategic, financial, and organizational aspects of the theatre.

Hours: Full-time position

Supervises: Director of Marketing and PR; Director of Development; Director of Education; Front of House Supervisor; Facilities Manager, Accountant/Bookkeeper

Management

- Oversee internal communications
- Maintain effective and efficient operations by developing guidelines, policies and practices.
- Manage insurances, licenses and all other regulatory compliance.
- Collaborate with Board of Trustees—communicate regularly, attend meetings, provide data, especially to Finance Committee

Finance

- Oversee financial systems and ensures timely and accurate financial reporting
 - Develops and manages annual operational budget
 - Monitor actual results compared to budget
 - Generate and review financial reports
 - Generate finance committee and board reports
 - Supervise all aspects of accounts payable, receivables and payroll
 - Manage cash flow to ensure funds are available to meet organizational needs
- Coordinate with auditors to ensure smooth annual audit process.
- Responsible for Accounts Receivable
- Supervise bookkeeper/accountant

Marketing

- Oversee all marketing efforts
- Supervise Director of Marketing and PR and Director of Sales

Development

- Oversee all development efforts
- Supervise Director of Development

Education

- Oversee all education efforts in collaboration with Producing Artistic Director
- Supervise Director of Education

Human Resources

- Take a lead role in personnel recruitment, training and oversight, specifically:
 - Oversight, management and motivation of staff reporting to Managing Director

- Personnel policies
- Responsible for issuing contracts to all personnel – both artistic and non-artistic.
- Manage all Actors' Equity Association (AEA) business, including being part of the contract negotiation process on behalf of GBSC.

Facilities/Technology

- Oversee all aspects of facilities management, cleaning, maintenance and upkeep, including oversight of equipment maintenance and purchases and supply purchases.
- Responsible for oversight of all IT contracts, computer, server, phone and internet maintenance, software and hardware upgrades and purchases.
- Supervise Facilities Manager

Strategy

- Oversee and devise short and long-term strategies in all areas of the theatre, along with the Producing Artistic Director, to ensure continued growth and success
- In collaboration with Producing Artistic Director and other senior staff, maintain a three-year strategic plan that is updated annually

Qualifications

Must possess strong organizational skills and have superior attention to detail. Must have previous supervisory experience and knowledge in the areas of finance, marketing, development and sales. Must be a strategic thinker.

GBSC is an Equal Opportunity Employer. Persons from diverse backgrounds are strongly encouraged to apply.

E-mail cover letter, resume and salary requirements to Weylin Symes, Producing Artistic Director, at weylin@greaterbostonstage.org.