

Position: **Managing Director**

Reports to: Executive Committee of Board of Directors

Hours per wk: Full-Time

Status: Exempt – Salaried

Salary: Commensurate with Experience

Summary Job Description:

The Managing Director is responsible for overseeing the operations, programming, and community involvement of the Shea Theater Arts Center, Inc. The MD will work with the Board of Directors, volunteers and part-time staff to fulfill the Shea’s mission as a vibrant, community-based arts non-profit.

Major Responsibilities:

1) Program Planning

- In coordination with the Program Committee, maintain a schedule of programs and community partnerships
- Be the main point person for rental organizations managing and responding to inquiries, contract negotiations and event relations
- Steer outreach activities to performing art organizations

2) Administrative & Managerial Duties

- Be responsible for house management before, during and after events either directly or through supervision of part-time staff
- Provide assistance and oversight for maintaining finances including support to bookkeeping and financial management/reporting
- Ensure smooth operations of the theater facility including overseeing maintenance, supplies and office
- Manage other administrative duties such as organizational records, donation acknowledgements, reporting to funders and town bodies
- Maintain donor /member database; ticket sales and box office operations

2) Fundraising

- Work with Board and Fundraising Committee to plan and implement and development plan which includes major donor relationships, membership outreach, grant preparation/reporting and “Shea Presents” events
- Support fundraising activities which may include fundraising communications, special events, house parties, social media, cultivation and solicitation visits.

3) Board, Volunteer and Stakeholder Relations

- Help to coordinate volunteers and volunteer leaders
- Serve as support staff for Board and its Committees
- Serve as a spokesperson for the theater with community stakeholders

4) Public Relations and Communications

- Prepare materials needed for external communications including social media, newsletters, web content, brochures, annual appeals
- Work with web designer or other graphic design professionals as needed

Qualifications:

- Minimum of a Bachelor's Degree and at least two years of professional theatrical experience and/or two years of experience in a program coordination role.
- Strong communication and interpersonal relation skills
- Leadership attributes along with a collaborative collegial work style
- Understanding and experience in working with performing arts organizations and volunteers
- Proven ability to maintain records as necessary for managing events
- Ability to manage competing priorities, pay attention to details and delegate to others

Deadline for Submission

October 15, 2016

Start Date

January 1, 2017

Please submit a resume to:

**Shea Theater Arts Center
P.O Box 773
Turners Falls, MA
01376**