

Managing Director Job Description

Position: Managing Director
Position Status: Full-time Exempt
Reports to: The Board of Directors
Start Date: February 1, 2016

ATMTC is the pre-eminent Theater Academy for youth in the DC region with an integrated and nationally renowned high quality professional theater for family audiences. Its mission is to educate and inspire new generations of theater artists and audiences with exceptional theatrical experiences.

The Managing Director shares co-leadership responsibility of the theater with the Artistic Director (AD) and together they work to ensure programmatic excellence, operational integrity and to devise strategy and initiatives for institutional advancement and sustainability.

The Managing Director primarily leads, oversees, implements, and ensures the sustainability of ATMTC's operations through fundraising, financial management, administration and communications. S/he is the chief operating officer and works directly with the Board of Directors.

The Managing Director helps to advance the relationship between the Theatre and various local, regional and national organizations, including government agencies and advocacy groups, community and local business groups, foundations and arts organizations.

The Managing Director/Artistic Director team presents the public face of Theatre and may be called upon to speak to private and public organizations and to the press. Both are expected to embody and be committed to the organizational values of Education, Creativity, Excellence, and Nurture.

The Major Responsibilities of the Managing Director include:

Leadership & Institutional Advancement

- Provide co-leadership to the staff;
- With AD, Grow and maintain positive relationships with all stakeholders, including but not limited to donors, board members, members of the media, elected officials, audience members, students, parents, business/nonprofit leaders and arts leaders;
- With AD, Grow and maintain an active presence in the community, particularly the arts, business and nonprofit communities, in order to represent, advocate for and advance Adventure Theatre MTC;
- With the AD, co-lead the strategic planning process with the Board of Directors and senior staff;
- With AD, ensure appropriate metrics that indicate the organization's future success are being set and tracked, and;
- Provide administrative support for the Board of Directors and serve as ex-officio member and staff liaison to the Board and designated committees, including Finance and Development.

Fundraising

- Lead and oversee development goals and activities;
- Work with Board of Directors, Development staff and AD to identify and cultivate new funding sources;
- Lead and oversee the integration of development and community relations with artistic and educational programming; and,
- Lead and oversee various fundraising activities such as individual cultivation and solicitation, institutional fundraising, capital campaigns and special events.

Business Operations

- Hire and supervise leadership for the Finance, Development, Communications, and Patron Services Departments and provide input to Production and Academy Staff.
- Establish, improve and maintain efficient and cost-effective operations and internal/external communications for the organization, ensuring compliance with all ATMTC policies, procedures and organizational bylaws; and,
- Manage key vendor relationships, including landlords, insurance providers, and financial institutions.

Marketing, Communications

- Lead and oversee development and execution of annual communications plan, including marketing and PR strategies for promoting productions, educational programs and the theater in general; and,

Finance

- Supervise and maintain the annual budget;
- Oversee financial and accounting controls and procedures;
- Ensure timely and accurate financial reports to the Board of Directors, staff and its committees as required; and,
- Oversee annual audit and timely filing of federal, state, and county tax forms and applications.

Qualifications:

- Must love theatre and working with children's programming
- Bachelor's Degree
- Three (3) to five (5) years of demonstrated non-profit leadership and management experience with progressive responsibility
- Demonstrated ability to develop and maintain productive working relationships with board members, donors, and administrators
- Excellent verbal, written, organizational and interpersonal skills
- Strong financial Management skills and analytical abilities
- Previous fundraising and/or Marketing experience preferred
- Familiarity with Montgomery County Government and business leaders preferred
- Previous Theatre and/or arts management experience preferred
- Master's Degree a plus;