

**Theater Schmeater**  
**Managing Director**  
**Open until filled**

Theater Schmeater is seeking candidates for the position of Managing Director (MD) and will be accepting applications until the position is filled. Theater Schmeater is a nonprofit, all-volunteer theater in Seattle. The board is currently seeking a candidate to work closely with the Artistic Director and board to further the vision of the theater and the realization of Theater Schmeater's strategic goals. The MD is responsible for the financial, fundraising and marketing management of the theater.

The Managing Director is a volunteer position with a \$400 per month stipend and requires a minimum of 10- 20hrs per week time commitment. Work at home is possible and encouraged for many tasks. Weekly and monthly hourly demands will vary depending on the production cycle. The perfect applicant would not rely on this position to support him, her or themselves. Please see attached job descriptions for full details.

Theater Schmeater doesn't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our team, our productions, and the community. We are proudly an equal opportunity workplace and encourage anyone and everyone interested in this role to apply. We do not tolerate discrimination or harassment of any kind.

If interested, please submit a resume and a one-page statement of why you think you are a perfect fit with our organization.

Send your application to:

Carmela Ramaglia, MD Search Committee Chair at [carmela@carmelaramaglia.com](mailto:carmela@carmelaramaglia.com) with the subject line Theater Schmeater MD Search.

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Managing Director (MD)</b>
<b>Reports to:</b>	<b>Board of Directors</b>
<b>Level:</b>	<b>Executive Staff</b>
<b>Supervises:</b>	<b>Administrative Staff</b>
<b>Interacts with:</b>	<b>Board, Staff, Community, Funders, Vendors, Audiences</b>
<b>Status:</b>	<b>Volunteer/\$400 nominal monthly stipend</b>
<b>Revision Date:</b>	<b>6/2/2019</b>

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Theater Schmeater mission is to produce great plays simply and fostering a love of theater as an art form in future audiences. For 27 years, "The Schmee" has produced intimate, quality theater that drives conversation and human connection through shared experiences. Our usual production schedule includes four to six mainstage shows and a free-for-the-family show each summer in Seattle's Volunteer Park. In addition, we partner with other productions to achieve mutual artistic goals.

Theater Schmeater's family of staff are dedicated volunteers who contribute their time and talent for the love of the show and the pleasure of working with one another. Staff are a combination of theater veterans passionate about the art form and novices working to hone their craft. Artistic and technical talent are paid as per their role in each production. Theater Schmeater is a 501(c)3 non-profit organization. Theater Schmeater is an Equal Opportunity Employer. We embrace diversity, are proud of our inclusive organization, and believe wholeheartedly that it betters our community.

## POSITION SUMMARY:

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The Managing Director is the business manager of the organization, responsible for working closely with the Artistic Director and Board of Directors to lead the company and run the theater. The MD is responsible for the financial decisions of the theater. Together with the Marketing and Development staff, the MD works to support the theatrical season and facilitates programming activities to further the vision of the theater and the realization of Theater Schmeater's strategic goals. This is an opportunity to work with Theater Schmeater's Board and AD to strategically align the organization and establish a clear vision for the theater's future. While we are a non-profit organization, we are committed to ensuring there is ample budget to fund performances to further our mission.

## ESSENTIAL FUNCTIONS:

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### Theater Management

- Oversee all theater business programs and activities.
- Hire, supervise, and evaluate operational staff, including Marketing Director and Director of Development.
- Manage Box Office and Concessions operations.
- Oversee volunteer recruitment and retention.
- Administer periodic staff meetings; provide performance evaluations and improvement plans for staff.

- Manage the development and implementation of PR and marketing plans; review and approve the medium and design of marketing materials.

#### Financial Management

- Maintain accounting records in accordance with legal requirements and Generally Accepted Accounting Principles.
- Prepare annual budgets, with monthly breakdowns during productions, for approval by the Board of Directors.
- Manage annual budget and cash flow projections.
- Audit and regulate the box office.
- Maintain relationships with vendors.
- Manage invoicing and accounts payable/receivable.
- Execute payroll including all related tax reporting.
- Report to the Board of Directors at all monthly Board Meetings, providing reports 48 hours in advance for review.

#### Contracting and Licenses

- Maintain all city and state non-profit permits and licenses.
- Negotiate legal contracts with Playwrights, Artists, Ticketing Services, and other vendors as required.
- Negotiate all media advertising rates, sponsorships, and ad placements.
- Secure the rights to scripts and music as needed.
- Aggressively strive to secure best-possible pricing, to yield a positive ROI across the board.

#### Fundraising

- Develop and lead the annual fundraising plan with the board fundraising committee.
- Develop, implement, and evaluate donor cultivation and stewardship activities.
- Solicit and steward individual gifts, foundation grants and corporate sponsorships.
- Oversee reporting to grantors as required.
- Facilitate annual fundraising event(s).

#### **REQUIREMENTS:**

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- Strong understanding of Generally Accepted Accounting Principles.
- Ability to provide financial and managerial leadership.
- Enthusiasm to work as part of a team, including the Artistic Director and Board of Directors.
- Experience working at a senior level within a theater company.
- Strong verbal and written communication skills.
- Commitment to increasing access to the theater for all audiences.
- Working knowledge of the current local and national theater scene and nonprofit best practices.

- Experience in negotiating and acquiring rights to scripts.
- Knowledge of arts grants and fundraising.
- Availability to work 10-20 hours per week, with an increased time commitment during production runs.