

Santa Cruz Shakespeare
JOB DESCRIPTION: Managing Director

Our Mission: Inspired by Shakespeare, we create and strengthen community by bringing audiences and theatre artists together to celebrate stories about our collective humanity.

The Organization:

Santa Cruz Shakespeare's outdoor repertory theatre festival is a treasured 38-year tradition, attracting multi-generational theatregoers from the Bay Area and beyond. Breaking from its home at the University of California at Santa Cruz in 2013, SCS has established itself as a renowned, independent, non-profit theatre company which provides audiences with the experience of exceptional classical theatre in an outdoor theatre celebrating the natural beauty of Monterey Bay. Our productions provide a canvas for the community to explore, question, and celebrate our political, social, and human conditions.

Position Summary:

Under the direction of the Board of Directors, the Managing Director and Artistic Director are jointly charged with realizing the festival's goals for artistic excellence, education programming, financial stability, and audience engagement. Within this collaborative partnership, the Managing Director is responsible for the overall business, administrative, and operational management of the company, including leadership of financial management, fund development, budgeting, human resources, information systems, marketing, ticket and concession sales, community relations, and board relations.

Essential Functions:

1. Hire, train, motivate, evaluate, and oversee the work of all full-time, part-time, and seasonal SCS administrative staff. Ensure a productive working environment, foster a culture of teamwork, excitement, kindness, productivity, and transparency in line with SCS's values.
2. Supervise Marketing Director; support the development and provide oversight of SCS's marketing program.
3. With the Artistic Director, lead the annual budgeting process. Develop an annual plan and budget for Board approval.
4. Manage SCS's finances: hire and oversee bookkeeper; ensure compliance with budget; provide accurate and timely financial reports to Finance Committee and Board. Ensure the Board is aware of any material budgetary discrepancies and other significant issues.
5. Oversee and implement all HR functions for office staff, interns, and volunteers, including compensation, benefits, workers' compensation, personnel policies, etc.
6. Procure agency insurance, including liability, D&O, and employee benefits.
7. In collaboration with the Artistic Director and Board, oversee SCS's development programs including staff and Board activities. Ensure outstanding relations with donors.
8. Develop, write and submit foundation grant proposals and appeals.

9. Manage and ensure the effective functioning of the ticketing and donor engagement software systems.
10. Oversee the effective implementation of donor and community events.
11. With the Artistic Director, assist the Board in the Strategic Planning process and other long-term planning processes.
12. Develop and maintain the highest level of communications with Board members, the Artistic Director, staff, patrons and donors.
13. Serve on Board committees related to the administration of SCS.
14. Prepare materials for Board and Board Committee meetings, as needed.
15. Ensure that SCS provides a welcoming, inclusive environment for staff, interns, volunteers, and patrons.

Knowledge, Experience, and Traits:

The ideal candidate will be bold, passionate, enthusiastic, and creative. He/she/they will have the necessary experience and drive to work in equal partnership with the Artistic Director to guide and grow the company into its next exciting chapter. Previous work with non-profits, a background in arts management, and strong organizational skills will garner serious consideration. A Bachelor's degree or higher is preferable. Strong writing and math/financial skills are a must, as is a love of theater. The ability to work some evenings and weekends is a necessary. A sense of humor is highly desirable.

Equal Employment Opportunity:

Santa Cruz Shakespeare provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

SCS aspires to be a workplace that is not only free of discrimination, but one that fosters inclusion and belonging. We strongly believe that diversity of experience, perspective, and background lead to a better environment for our employees and a better art for our patrons.

To Apply:

Please send a cover letter, resume, and three professional references to mdsearch@santacruzshakespeare.org. Applications will be accepted immediately, with the first round of application reviews beginning on August 15.