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| **Job Title:** Managing Director | **FLSA Classification:**  X Exempt ☐Nonexempt |
| **Reports to:** Jena Heath, Associate Dean of Arts and Humanities | **Location:** Mary Moody Northen Theatre |
| **Department: Theatre Arts** | **Division:** |
| **Employment Category:**  X Full-Time ☐ Part-Time | **Paygrade: 417** |

**PRIMARY PURPOSE OF POSITION**

The Managing Director has broad administrative and producing responsibilities including oversight of theater management functions, budgeting and finance, contracting, audience development, marketing, publicity and communications, audience development and theatre safety. This position reports to the Associate Dean of Arts & Humanities and works closely with the Resident Director, the Chair of the Department of Performing Arts and colleagues in Admissions, Facilities, University Advancement, Marketing and the Freshman Seminar program.

Mary Moody Northen Theatre (MMNT) is the producing arm of the St. Edward’s University Department of Performing Arts. MMNT is a member of the Theatre Communications Group and operates under a University-Resident Theatre Agreement with Actors’ Equity Association, the union of professional actors and stage managers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Essential Responsibilities Include:**

* Collaborate with Resident Director and Chair of Performing Arts with regard to all Theatre production planning and execution, including season budgets
* Coordinate and implement all MMNT marketing and public relations strategies, including audience development and Theatre Society memberships
* Manage audience services for MMNT such as box office and concession stand, training, scheduling, and coordinating student workers
* Execute MMNT fundraising in collaboration with University Advance, Resident Director, Department of Performing Arts and the Dean of the School of Arts & Humanities
* Assist in maintaining MMNT general operating budgets
* Coordinate and organize all contacts between Actors’ Equity and MMNT; manage all professional affiliations for MMNT
* Oversee MMNT compliance with safety protocols in daily operations
* Serve as admin head and public business face of MMNT; collaborate with Resident Director on major management
* Support business operations of MMNT productions as co-producer
* Support the department of Performing Arts related to curricular related programming and assessment
* Support Dean’s office staff with administrative duties such as contracts, vendor payments and invoices
* Perform other duties as assigned.

**QUALIFICATIONS**

* Degree in Arts Administration, Business, Marketing or related field, or an equivalent combination of education and experience required. Terminal degree preferred.
* Experience or knowledge of URTA/Equity contracts strongly preferred.
* Knowledge of Actor’s Equity Association required.
* Experience in and knowledge of theatre production process required.
* Accounting/bookkeeping knowledge required.
* Knowledge of contract and invoice processes required.
* Good written and verbal communication skills required.
* Previous office management and supervisory experience strongly preferred.
* Knowledge of OSX, INDD, and Photoshop preferred.
* Ability to comply with workplace guidelines and policies, including safety and Title IX protocols.
* Successful completion of an employment and/or criminal history background check required.
* Successful candidate will be expected to work outside of normal business hours.
* This is an in-person position.

**WORKING CONDITIONS**

This position will require flexible working hours including working evenings and weekends, particularly during the academic year in conjunction with the theatre's season (rehearsals, performances, etc.) and other events. Covid safety training recommended. Ability to lift 5-10 lbs.

**PHYSICAL REQUIREMENTS**

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |