



## **MANAGING DIRECTOR, Hangar Theatre, Ithaca New York**

The Hangar Theatre seeks a creative thinker with solid fundraising and financial skills; a commitment to diversity, equity, inclusion and access; and strong communication and organizational skills to work in partnership with the Artistic Director and Board of Trustees to guide and grow the nonprofit theatre and its vision.

**Location:** Ithaca, NY 14850

**Posted on:** August 25, 2020

**Position type:** Full time

**Requirements:**

- Degree in arts management or business or equivalent professional experience that demonstrates a facility with budgeting, marketing, HR, fundraising and financial management and the systems that support these processes.
- At least five (5) years of managerial experience including nonprofit direction and staff supervision.
- Cultural competence and the ability to interact effectively with people across different cultures, backgrounds, and identities as well as an understanding of the principles of anti-racism and anti-oppression.
- Prior experience in a theatre company is highly desirable.

**Salary and Benefits:** \$60,000-65,000. Compensation package includes health benefits, paid vacation, and sick leave.

**Start Date:** January 1, 2021 or sooner.

**The Hangar Theatre is an equal opportunity employer. All qualified applicants shall be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. The Hangar is committed to building a diverse community of administrative and production staff. Individuals from underrepresented groups are strongly encouraged to apply.**

### **Mission**

The Hangar Theatre creates and presents performances of exceptional quality in New York's Finger Lakes region while training the next generation of theatre artists. We inspire our community with work and classes that enrich, entertain, and enlighten. We believe in the power of theatre to transform lives.

### **Vision**

The Hangar Theatre is an artistic home that nurtures a lifelong love of the performing arts.

## Core Values

- Gratitude
- Generosity
- Equality
- Inclusion
- Diversity
- Quality
- Integrity

## Role of the Managing Director:

The Managing Director (MD) works in partnership with the Artistic Director (AD) as the Theatre's executive team. The MD serves as the chief financial officer of the Theatre and must exercise responsible stewardship of all resources within the organization for the optimum balance of artistic quality, financial strength, institutional integrity, and mission outcome. The MD is also responsible for directing and supervising day-to-day administrative activity and relationships, including:

- **Board of Trustees:** The MD serves, with the AD, as staff liaison to the Board and works with the Board's executive committee regarding the operation of the Theatre. As appropriate, The MD also assists with Board recruitment and works with vital committees to harness the resources and talent of the Board in the service of the Hangar Theatre.
- **Administration and Supervision:** The MD directs administrative operations including the hiring and supervision of the administrative staff. The MD works with the AD and the Theatre's artistic staff to provide administrative services for the production process, including supervision of human resource functions, licensing and contract negotiations, scheduling, and finance management. As appropriate, the MD is also involved in planning and negotiations for artistic projects.
- **Financial Management:** As the chief financial officer, the MD continually evaluates the impact of programming decisions against financial and institutional priorities. Responsibilities include the annual budget (in collaboration with the AD), presentation of the monthly financial reports to the Finance/Personnel Committee and oversight of all ongoing financial matters from payroll to the annual CPA audit.
- **Fundraising:** The MD works with the Development Director and Development Committee of the Board to create, implement, and support fundraising campaigns, special events, and grant opportunities.
- **Advocacy:** The MD/AD team presents the public face of the Hangar Theatre. Along with the Associate AD, the team works to advance the Theatre's relationship with local, state and regional organizations including government agencies, advocacy groups, local businesses, schools and universities, other arts organizations, and the wider community. The MD may be called upon to speak to private and public organizations and to the press.

**Qualifications:**

The chosen candidate should possess strong leadership and financial management skills, with a firm understanding of management processes, a proven track record for developing and managing a team, and proactive community-building skills.

**The ideal candidate will have the ability to:**

- Demonstrate understanding of complex financial activities, including preparing and presenting monthly financial reports, short and long-term budgeting and completing grant requests and implementation.
- Demonstrate experience in supervising/managing nonprofit fundraising campaigns.
- Demonstrate experience and capacity to lead, manage, inspire and collaborate with staff, artists, Board, and volunteers.
- Demonstrate a passion for theatre and the connection between a professional company and its community.
- partner with the Theatre's Artistic Director to support and communicate the organization's mission and goals.
- Exhibit both a strong work ethic and the flexibility to deal with a variable flow of work activity.
- speak and write persuasively and serve as a spokesperson for the company in public and to the media.
- Demonstrate a working knowledge of artistic production, including intellectual property rights, collective bargaining, and contracts.
- Demonstrate experience and knowledge of marketing, advertising, and public relations activities, particularly as they relate to growing ticket and other earned income revenue.

**Procedure for Application:**

Interested candidates should submit a cover letter, resume, and three references describing interest, relevant qualifications and experience to Donald Ross, Director of Career Development at Merraine Group. The Hangar Theatre is an equal opportunity employer committed to diversity in all facets of its programming and organization.

Nominations of qualified candidates are also welcome.

Please forward application packets (Word or .pdf format) via email **dr@merraine.com**.

***Applications encouraged by September 27, 2020 and will be received until position is filled.***

**About the Hangar Theatre**

On July 11, 1975, the Hangar Theatre opened with *Man of La Mancha*, thanks to more than a decade's effort by impassioned citizens in Ithaca, NY. Today, the Hangar Theatre has achieved national prominence as a regional theatre that produces exceptional plays and serves as a learning environment for rising theatre professionals.

Visionary leadership, community support, and challenges posed by the facility's unusual structure all weave together in the Hangar's history. The original conversion of a municipal airport hangar into a theatre was made possible by a grant from Nelson Rockefeller and the combined efforts of the Ithaca

Repertory Theatre (renamed the Hangar Theatre Company in 1978), Cornell University, Ithaca College, and the City of Ithaca. In 2010, the Hangar for All Seasons capital campaign met its \$4.6 million goal for a complete building renovation, creating a year-round home for the Hangar Theatre Company as well as a venue for other national artists and local organizations. Now, in addition to its Mainstage and KIDDSTUFF offerings, the Hangar also hosts events from folk concerts to opera galas for audiences of all ages.

Arts education and training have always been central to the Hangar's mission. The Hangar Theatre is home to the Lab Company, a nationally recognized incubator for rising actors, directors, and playwrights. The program also includes a robust apprenticeship and intern program through the Production Department. The Hangar's Next Generation School of Theatre offers classes and camps for students in grades 1-12, and Project 4 sends teaching artists out into fourth grade classrooms around the county.

The Hangar Theatre exists today thanks to hundreds of individuals passionate about the arts. From skilled theatrical professionals and committed volunteers, teachers, and mentors to local businesses, foundations, and elected officials, it is a "cast list" far too long to record in full, but all have made the Hangar Theatre an essential part of the quality of life in our region.