

Piedmont Players Theatre Inc.
Position: Managing Director

Piedmont Players, a community theatre in Salisbury, NC, established in 1963, aims to provide entertaining, educational opportunities for people of all ages. It maintains two physical performance spaces: the Meroney Theater, which offers programming for adults, and the Norvell Theater, which offers programming for children.

Duties and Responsibilities

- Coordinate annual and long-range planning in collaboration with the Board of Governors.
- Assist the Board of Governors with ongoing strategic planning.
- Assist the Board with developing an updated policies-and-procedures manual.
- Develop an annual budget in conjunction with the Facilities Manager.
- Work with the Facilities Manager to provide comprehensive monthly financial reports. Reports will include forecasting, cash-flow management, capital spending, and review and approval of expenditures.
- Actively participate in monthly board meetings with activity reports to the Board of Governors.
- Provide leadership for and actively participate in fundraising activities, donor development, and pursuit, preparation, and execution of grants.
- Supervise the Box Office Manager and direct administrative operations.
- Encourage volunteer participation and support theatre volunteers and volunteer initiatives.
- Oversee all PPT vendor contracts (not related to facilities) and rights and royalty agreements.
- Administer and support, in conjunction with the Education Committee, all educational programs of the theatre.
- Act as the representative and advocate of the theatre, as well as a spokesperson for the organization's artistic purpose with government agencies, community and local business groups, and arts organizations.
- Foster positive relations with other cultural organizations by participating in meetings and joint activities where appropriate.
- Hire, supervise, and evaluate artistic personnel, including directors, designers, and stage managers within the parameters of existing standard contracts. Negotiations beyond standard parameters require board approval.
- Hire, with board approval, supervise, and evaluate key technical personnel, including the Technical Director.
- Maintain a written procedures manual for technical and production staff.
- Report to the Board of Governors on a regular basis to give an update on production matters.

Experience and Qualifications

The ideal candidate for the Managing Director position will have the following experience and qualifications:

- Experience in a non-profit arts management/leadership position with demonstrated experience in grant writing, fundraising, marketing, and business-management skills
- Knowledge of theatre and play production
- Strong budgeting and financial management skills
- Effective communication skills, both orally and in writing
- Demonstrated financial literacy, including working knowledge of Quickbooks or comparable software.
- Ability to forge mutually respectful and effective relationships with a diverse group of personalities
- Capacity to lead, manage, motivate, and inspire the theatre's team and volunteers
- Experience with major donor cultivation
- Experience with public relations, including the ability to increase revenue through ticket sales and other revenue-driving activities

Reporting

The Managing Director reports to the Board of Governors.

Education

Two- or four-year Arts Management degree preferred, but all post-secondary education, whether formal degrees or not, will be taken into consideration.

2+ years' experience in Arts Management preferred.

Salary and Schedule

Compensation is commensurate with experience.

Full-time position. Salary: 55K-65K per year, + benefits.

Benefits offered:

- Paid time off
- Parental leave
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Flexible schedules

Please email cover letter, resume/CV, and references (in PDF files) to board@piedmontplayers.com.

