

## **Section 1.01 Paid Staff Job Descriptions**

### ***(a) General Manager***

#### **General**

The General Manager (GM) is responsible for the conduct and direction of the daily business operations of the organization, including the Playhouse and Cinema. The GM is responsible for ensuring the building is safe, well-maintained, and well-prepared to receive patrons. This is a full time (40+ hours a week), salaried position.

#### **Reporting**

The General Manager is responsible to the Board of Directors, but tasks and direction, not in contradiction to Board directives, shall be managed by the President. The GM reports to the President.

#### **Qualifications**

The GM must possess a high level of motivation, be self-directed, and be able to multi-task and complete all duties in a timely manner. The GM should possess excellent verbal and written communication skills, as well as excellent customer service skills. The incumbent shall possess strong working knowledge of common computer applications and the ability to learn unique industry applications. The incumbent shall possess strong management skills, have the ability to delegate responsibilities to theater staff and volunteers and possess strong organizational skills. Ability to lead multiple teams simultaneously.

### **Responsibilities**

#### **Program Management**

1. Develop and maintain the Master Calendar of the facility, in partnership and coordination with the VP of Production and show / event Producers and Directors
2. Oversee and orchestrate MCT programmatic marketing and communications in coordination with the Vice President of Production
  - a. Implement and internally communicate the Marathon Community Theatre timelines for programmatic marketing and communications
  - b. Timely populate and maintain the Marathon Community Theatre and Marathon Cinema websites, including the ticketing system
  - c. Coordinate social media posts with the volunteer social media director
  - d. Produce, as needed, and send additional MCT communications, including informational newsletters, in appropriate formats
3. Partner and coordinate with the Vice President of Production, Directors, and Producers on the content, design, production, and printing of playbills for all

stage productions, including ensuring that all requirements for royalties, grants, and show sponsorship are met.

4. Oversee and coordinate playbill advertising, including corporate and season sponsors.
5. Coordinate with Directors to establish art exhibits in the Gallery during main stage productions.
6. Schedule and coordinate volunteer management of special MCT sponsored performances and events, including executing contracts and agreements.
7. Coordinate rentals of space and external organizational use of the facility per Board guidelines and approval.

### Grant Management

1. Coordinate with applicable grant agencies, and assist in the preparation and submission of applications for grants.
2. Create and maintain all grant files and records, ensuring that proper records are kept for reporting.
3. Ensure grant reports are complete and timely in accordance with the granting agency reporting requirements.
4. Research potential sources for new funding opportunities.

### Financial Management

1. Review and approve invoices, then forward invoices received to the Treasurer for payment.
2. Review and approve staff time cards every two weeks, and provide them to the Treasurer for payroll preparation.
3. Ensure Box Office Manager and Cinema Managers are timely preparing deposits and safeguarding cash.
4. Purchase supplies and services in accordance with budgetary guidelines, or seek necessary approvals from the Board when a purchase falls outside of guidelines.
5. File/maintain daily sales reports and invoices for seven years.
6. Keep all business, liquor, and health licenses current.
7. Keep all insurance policies current.

### Facilities Management

1. Oversee the general maintenance of the building, property, and non-production equipment.
2. Coordinate with the Board for major facility projects and emergency repairs
3. Develop and implement routine maintenance plans and ensure regular facility and equipment inspections occur
4. Develop routine and deep cleaning schedules that are aligned with master calendar

5. Ensure that minor repairs and cosmetic actions are completed proactively
6. Ensure the theater Complies with Health and Safety Requirements including scheduling needed inspections
7. Ensure the playhouse and cinema marquees properly reflect upcoming events.

#### Operations Management

1. Recommend preferred candidates for vacant staff positions to the Board for hiring approval.
2. Manage all Box Office operations and supervise box office personnel.
3. Supervise the Custodial Technician
4. Manage all cinema operations including movie selection, scheduling, and promotion and supervise cinema managers.
5. Maintain beer/wine/soda inventory as well as dry goods inventory and order when necessary from distributors for the playhouse and cinema.
6. Ensure Marathon Community Theatre correspondence including donor and patron responses are handled on a timely basis.
7. Ensure the MCT post office box is checked regularly.
8. Submit written monthly reports and attend Board of Director meetings
9. Attend general membership meetings and give a status report to the members.
10. Provide administrative support for essential Board activities (e.g., elections and scholarships)

#### Work Hours

The General Manager position is a salaried position and is required to document at least 40 hours per week. The General Manager is not required to attend all productions but is expected to be present at business functions (e.g Chamber After Hours and special events coordinated directly by the GM). General work hours will be determined between the General Manager and Board President.