



MANAGING DIRECTOR
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MANAGING DIRECTOR

ATLANTA, GA

<https://www.theatricaloutfit.org/>

THE ORGANIZATION

The second oldest professional theatre in Atlanta, Theatrical Outfit's mission is to produce world class theatre that starts the conversations that matter. Our vision is to use theatre and playwriting to help develop a compassionate community grounded in dignity, justice, and equity, and we are deeply committed to serving as a home for artists in the heart of Downtown Atlanta. TO is housed in an award winning LEED certified building which is about to undergo a major renovation to improve all of our public facing spaces. Over its history, TO has evolved into a theatre of exceptional storytelling, with a unique voice that promotes discussion, reflection, and public discourse.

Our operating principles are:

We Create Theatre with a Purpose

Our work has the power to deepen connections, promote understanding, and serve as a catalyst for change

We Invest in Atlanta

By creating a home for artists in Atlanta, and investing in meaningful relationships with our community, we help build a brighter future for our city

We Live our Values

Inclusion and belonging are part of who we are, and central to how we work

THE POSITION

Reporting to the Board of Trustees, The Managing Director (MD) leads the daily administration of the theatre, including managing finance and business operations, supervising fundraising and marketing, and serving as the primary staff liaison to the Board of Trustees. The MD has four direct reports:

General Manager Director of Development
Director of Marketing Front of House Manager

The MD works in close partnership with the Artistic Director (AD), who is responsible for leading all creative programming. With the support of the Board, the MD will lead short- and long-term planning initiatives, actively cultivate relationships within the community, and help build an inclusive and efficient work culture at Theatrical Outfit.



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RESPONSIBILITIES

- In collaboration with the Artistic Director, deliver exceptional programs that serve our core mission to “produce world class theatre that starts the conversations that matter”.
- Align the work of all staff members – and empower them to work as a collaborative team – towards common goals, and towards coordinated deadlines.
- In collaboration with the General Manager, create and manage institutional budgets, maintain reporting and auditing infrastructure, create financial reports for the Board of Trustees, and oversee the smooth operation of Theatrical Outfit’s building.
- In partnership with the Director of Marketing, implement strategies to maximize earned income goals, generate media exposure, and build brand identity.
- In collaboration with the Front of House Manager, drive effective box office/front-of-house administration, build resources for exceptional patron relationship management, and build an efficient structure to arrange and staff rentals.
- Actively pursue relationships with corporate and community organizations to deepen the impact of the work onstage.
- Build a healthy and inclusive work culture by leading inclusive searches, lending guidance and support to those in managerial roles on leading practices, arranging regular training in diversity, equity, and inclusion leading practices, and working with the Board of Trustees to implement and oversee HR policies that support the organization’s mission.
- In close collaboration with the Director of Development, lead the creation and maintenance of a fundraising strategy with clear goals, excellent grant narratives and resources, and clear benchmarks for success.
- Maintain clear and consistent communication with the Board of Trustees and Artistic Director; build and maintain strong partnership with both that drives realization of the business and creative aspects of the organization’s strategic plan, as well as its mission and vision.
- Develop and maintain industry ties to assess current trends, harness timely opportunities, and stay abreast of issues that may impact the theatre.
- Engage with external auditors, securing a clean audit each year.

QUALIFICATIONS

- Minimum of 6 years management and/or business operations experience.
- Non-profit management experience preferred, though we will consider anyone with strong administrative leadership skills and a passion for the arts.
- Familiarity with non-profit accounting and financial management.



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- An understanding of theatre production is a strongly-desired asset, though is not required.
- Exceptional team leadership, communication, organization, execution, and problem-solving skills,
- Ability to perform operational analysis and understanding of financial acumen.
- A strong integrity and ethics with the ability to lead with both kindness and focus.
- Collaborative with a positive outlook.
- Resilient, self-motivated individual with proven ability to direct multiple projects including short-term and long-term projects.
- Priority will be given to candidates with strong ties to Atlanta and with active connections within the community.

TO APPLY

Please send a resume, cover letter, and three references to mdsearch@theatricaloutfit.org

Or via mail to:

MD SEARCH
Attn: Matt Torney
84 Luckie Street NW
Atlanta
GA 30303

All applications will be kept strictly confidential

Salary Range: \$75,000 to \$85,000 with subsidized health insurance

Deadline for submission: Monday, April 3rd, 2022