

# Chester Theatre Company

## Contemporary Theatre at its Best

### **CURRENTLY ACCEPTING APPLICATIONS FOR MANAGING DIRECTOR**

Posted 11/18/2011

*Chester Theatre Company seeks a dynamic Managing Director to oversee all areas of finance, development, strategic planning and board management. An unusual opportunity for an innovative, entrepreneurial arts manager to play a major part in the growth of an exciting company.*

### **JOB DESCRIPTION -- MANAGING DIRECTOR**

#### **OVERVIEW**

The Managing Director is the chief operating officer of Chester Theatre Company, responsible for overseeing CTC's administrative personnel, financial and facilities management, fundraising, board activity and community relations. The Managing Director must be visible in all communities served by CTC, and create wider and deeper constituent engagement and increased philanthropic support. The Managing Director is responsible for providing strategic and day-to-day direction for CTC's physical, financial and human resources. The Managing Director works in partnership with the Artistic Director to produce CTC programming, and with the Artistic Director and Board of Directors to carry out CTC's mission. The Managing Director reports directly to the Board of Directors.

#### **SPECIFIC DUTIES**

- Prepare a business plan, reviewed annually, to implement the goals set forth by the Board of Directors
- Prepare a financial plan, including an annual operating budget and a long-term capital budget which supports the business plan
- Implement the business and financial plans
- Engage in aggressive and creative fundraising activities, including campaigns for individual contributions and grants from foundations
- Provide the Board with regular assessments of progress toward the goals and objectives of the business plan and regular analysis of the progress of the financial plan
- Directly supervise all personnel who report to the Managing Director
- Provide staff support to the Board of Directors, its officers and committees, including meeting logistics, preparation and distribution of agendas and supporting materials in advance of meeting dates
- Ensure proper maintenance of the assets of the theatre
- Ensure proper accounting for the assets of the theatre
- Oversee and implement, in partnership with the Artistic Director, all CTC programs and activities
- Oversee and implement all CTC administrative processes
- Build positive relationships with community volunteers, donors, sponsors, public officials and other arts organizations

## **REQUIREMENTS**

- Bachelor's Degree and a minimum five years of relevant experience or a Masters in Arts or non-profit administration
- Excellent interpersonal and communication skills
- Preference will be given to candidates who, in addition to requirements set forth above, demonstrate successful experience in performing arts organizations.

## **TO APPLY**

Send letter and resume to:

**Search Committee**  
**Chester Theatre Company**  
**P.O. Box 722**  
**Chester, MA 01011**