



## **Managing Artistic Director Job Description**

The Haymarket Theatre is a non-profit community theatre located in Lincoln's historic Haymarket District. Founded in 2002 by Fred Stuart, the theatre's primary focus has been and continues to be on the community's youth as it provides theatre education programs and theatre summer camps. The Haymarket, in addition, has a Main Stage program that produces traditional stage productions. A vibrant creative outlet, the Haymarket Theatre is committed not only to offering programs that uplift and inspire its community through the arts; in addition, the Theatre contributes to the diverse and dynamic culture of entertainment and business available in the area.

The managing artistic director oversees all programming, administrative, marketing, production, and financial functions of the Theatre. Reporting to the Executive Committee through the president and the managing artistic director must have excellent writing skills, the ability to work independently, and strong organizational capacity. Some experience with budget creation and management (including QuickBooks), planning, budgeting/financial tracking, contract management, accounting, and schedule tracking.

The ideal candidate will be an energetic individual with an enthusiastic attraction to the Lincoln community. More important, the candidate must demonstrate a strong interest in marketing the Haymarket Theatre to its community in ways that will increase its recognition as an integral part of the Haymarket area. This person will bring a combination of communications, business management, and marketing skills along with an excitement for the performing arts and for the benefits the arts bring to the community.

This is an exciting opportunity to set the artistic vision for an educational youth program and community theatre in a vibrant, growing entertainment area.

### **Roles and Responsibilities**

The managing artistic director is the key leader and primary face of the Theatre. The primary role of the managing artistic director is to:

1. Curate, manage, and execute the programming vision of the theatre.
2. Represent and advocate for the Theatre in an effort to continually enhance its image, visibility, and influence across the community. This includes taking an active role soliciting corporate donations, sponsorships, and individual donations.
3. Oversee day-to-day business operations.
4. Meet or exceed earned revenue goals (ticket sales, registrations, and snack bar income).

### **Duties**

#### ***Program Development and Delivery***

- Curate a season comprised of approximately ten youth shows and four mainstage shows, with input from the programming committee and Board of Directors.
- Ensure high quality programming that aligns with the spirit of the Theatre's mission.

- Work with the programming committee to choose a program schedule that will allow the Theatre to achieve revenue and artistic goals.
- Develop and implement curriculum for youth classes.
- Maintain a safe and orderly learning environment for students.
- Direct and coordinate production of youth and mainstage shows.
- Meet or exceed established program goals to include increased participation and retention of students in the youth programs.
- Supervise and support guest directors to ensure all programs meet artistic and budget goals.
- With the executive committee, develop relationships with local arts organizations and seeks opportunities for collaboration and rentals.
- Hire and effectively manage production teams for each show, including contract labor and production volunteers.

### ***Administration and operations***

- Coordinate scheduling and use of the theatre.
- Nurture relationships with local businesses and business groups, arts groups, government agencies, universities, the community, schools, the media, and arts organizations.
- Attend all performances, rentals, and events as supervisor to manage accurate accounting and cash receipts and to ensure a safe and enjoyable experience for staff, patrons, and artists.
- Help to identify and coordinate rental opportunities.
- Work with the Board to effectively promote Haymarket Theatre productions by engaging in marketing and public relations activities via website, e-mail, social media, word-of-mouth, paid advertising, and media opportunities.
- Participate in various board committees, such as Programming and Marketing.
- Maintain positive ongoing working relationship and effective communication with the executive committee, theatre staff, and the Board of Directors.
- Maintain a professional working relationship with students, cast members, contract labor, volunteers, staff, parents, guest artists, and board members.
- Manage the operation, maintenance, and security of the theatre's physical plant to ensure a clean, safe, and comfortable facility.

### ***Financial***

- Assist Board with the development and administration of the annual budget.
- Responsible for administrative expenses, production income and expense, fundraising revenue, and other earned revenue (snack bar, merchandise)
- Assist with approval and payment of bills on a timely basis and maintenance of maintain financial records.
- Monthly financial reporting and forecasting, capital spending, and expenditures review and approval in cooperation with the Board and Executive Committee.
- Supervising office administration and operations including maintaining all business files and records.

**Minimum Qualifications**

- Bachelor's Degree in Theatre Arts or related field.
- A minimum of four years of experience working in the theatre.
- Experience teaching and/or working with young people. Must enjoy working with youth!
- Experience teaching acting.
- Working knowledge of technical theatre, including sound, lights, and set construction.
- Working knowledge of other production aspects such as costumes, props, and stage makeup.
- Basic knowledge of areas such as stage management, front-of-house, and box office operations.

**Preferred Qualifications**

- Experience producing musical theatre productions.
- Experience teaching voice, stage movement, dance, stage combat, etc.
- At least two years of arts administration experience.
- Marketing/PR experience such as writing press releases, social media, graphic design, etc.
- Grant writing experience.

**Hours**

- Full time
- Flexible daytime hours
- Evenings and weekends required

**Salary**

- \$28,500 annually with a 10% bonus potential

**How to apply**

Resumes and supporting materials should be sent to [adsearch@haymarkettheatre.org](mailto:adsearch@haymarkettheatre.org). No phone calls please.