

**Beaver Dam Area Community Theatre
Full Time Managing Director Position Description**

The Managing Director implements and upholds the purpose of BDACT:

- A. Provide educational and personal enrichment opportunities in the performing arts.
- B. Provide low cost performing arts to the local community while maintaining financial stability.
- C. Provide community volunteer opportunities.
- D. Operate and maintain a facility for the performing arts.
- E. Operate as a Non-Profit Corporation under Wisconsin Statutes.

Managing Director Reports To: BDACT Board of Directors

Managing Director Qualifications: The ideal candidate has passion for theater, show development, and leading continued growth. Eligible candidates possess the following:

- A bachelor's degree in business, non-profit administration, theater or related field is preferred, but not mandatory if the applicant has developed the required skills through work experience and education.
- Demonstrated dynamic, strong and charismatic leadership skills, including the ability to develop and maintain a productive working relationship with board members, donors/patrons employees, and community volunteers.
- Excellent interpersonal skills, including strong verbal and written communication skills and background.
- Strong financial management skills and analytical ability
- Previous theatre or other fine arts executive or management experience is strongly preferred

Managing Director Administers BDACT Staff:

- Direct Paid Report(s): Production Support & Volunteer Coordinator
- Contracted Staff: Bookkeeper, Business Sponsor & Patron Coordinator, Graphic, Marketing & Website Designer, Educational Teachers, Show & Production Directors & Key Personnel
- Other as determined by the Managing Director & approved Board budget.

Primary Responsibilities:

- Cause to happen the purpose of BDACT as defined in the BDACT By-Laws stated above
- Plan and manage BDACT's annual operating and capital budgets in conjunction with the Board of Directors, Bookkeeper and Finance Committee
- Oversee paid staff, contracted personnel & volunteers to facilitate operational excellence
- In conjunction with the Production Support & Volunteer Coordinator, Supervise and manage theatre volunteers fostering a culture of teamwork and collaboration, clear communication, and effective delegation of tasks and duties.
- Facilitate, coordinate and oversee the show, education & performance selection process serving as the Show Selection Committee chair.
- Oversee and participate in planning, budgeting and implementation of all theater productions and events
- Manage all external financial reporting of the organization, and work to ensure that all financial systems and internal controls are sufficient to serve BDACT's needs and protect the organization from fraud and waste, with assistance of the BDACT bookkeeper, President and Board treasurer.
- Maintain & grow BDACT's digital presence, equipment & technology in our evolving world.
- Oversee promotions and marketing of BDACT and assist in marketing coordination for each production with producers
- Oversee the development of community support for programs and the generation of grants, sponsorship and patron donations by growing and maintaining an active theatre presence in the community in conjunction with the contracted Business Sponsor and Patron coordinator.
- Partner with Volunteer Coordinator to oversee coordination and growth of volunteer recruitment for all aspects of the theatre operation
- Serve as BDACT's liaison with and for the Board of Directors, committees, production staff, patrons and the general public

- Attend monthly Board of Directors meetings and serve on standing and special committees in an ex-officio capacity
- Provide meeting agendas, minutes, monthly financial reports, show proposals and other items for Board meetings and business.
- Oversee and coordinate the identification and submission of grant applications, and the implementation of awarded grant projects, including reporting requirements
- Assist with key vendor relationships including banking/financial institutions and insurance providers
- Review and recommend policies and procedures for Board review and approval, utilizing available resources and best practices as benchmarks and serve as subject matter expert
- Other duties as assigned by the Board

Work Schedule: Flexible schedule on site generally days, Monday through Friday, with evening and/or weekend meetings and/or events based on organization needs. Occasional immediate on-site response may be necessary.

ADA: The position requires the ability to sit in front of a computer for extended periods of time, handle multiple disruptions, juggle competing demanding priorities, communicate effectively verbally and in writing, and crouch, stoop and/or bend. Occasional lifting of up to 25 lbs. as needed.

Equal opportunity: BDACT is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Please visit our website at www.bdact.org for more information. Note that this job description does not cover or comprehensively list all activities, duties and responsibilities required of the Managing Director.

Application Directions: Interested applicants must email their resume, a letter of interest describing relevant qualifications and experience (maximum 2 pages), and salary requirements to: board@bdact.org, Attention: Mike Derr, President, BDACT Board of Directors. Deadline for submitting application materials is November 30, 2021.

For further questions, contact Mike Derr at board@bdact.org or (920) 210-6525