



RENAISSANCE THEATERWORKS JOB POSTING

JOB DESCRIPTION: MANAGING DIRECTOR

Founded in 1993, Renaissance Theaterworks (RTW) is the second oldest professional theater company in America with a commitment to gender equality. Located in Milwaukee's historic Third Ward, RTW produces three shows each season plus the Br!NK New Play Festival.

The Managing Director will work in partnership with Renaissance Theaterworks' Producing Artistic Director (AD) as part of RTW's executive team.

The position reports to the Board of Directors and participates in an annual review.

POSITION AND RESPONSIBILITIES

Renaissance Theaterworks seeks a Managing Director with demonstrated strong executive leadership skills, who is a dynamic leader with a passion for the arts and the impact of art on the lives of the community. The Managing Director will help create and direct the vision and strategy for the organization's long-term growth and provide strong leadership for the board, staff, and the community. The Managing Director and AD are jointly responsible for realizing RTW's goals of artistic excellence, community building, audience engagement, financial strength, and institutional integrity. The Managing Director is responsible for implementing the AD's vision into practicable and financially sound initiatives that galvanize and engage the board, staff and extended community behind it. The Managing Director is responsible for the overall business, administrative and operational management of the company. This includes leadership of fundraising, development, budgeting, financial management, HR, marketing, education, outreach and board relations.

SPECIFIC RESPONSIBILITIES INCLUDE:

Shared Executive Leadership: The Managing Director with the AD and the Board will update, maintain, and execute RTW's Strategic Plan with emphasis on fundraising, finance, organizational structure, and operations---in support of the company's Mission and Vision.

Administration: The Managing Director hires, trains, coaches and supervises all non-artistic staff and exercises responsible stewardship of all resources within the organization.

Financial Management: The Managing Director works with the AD to develop an annual budget to support the organization's artistic and institutional priorities. The Managing Director is responsible for monthly financial reporting, budget performance, forecasting, cash flow projections, maintenance of the accounting systems, and working with outside accountants and auditors to ensure timely filing of tax forms and financial controls.

Audience Development/Earned Income: The Managing Director works with staff to plan and implement audience development activities including marketing strategies, public relations and promotional events for season and single ticket sales campaigns, as well as seasonal, production and program sponsorships.

Fundraising: The Managing Director works with the AD, Board and staff to create and execute long-term marketing and fundraising plans and strategies to meet financial development goals and sustain the fiscal health of Renaissance Theaterworks. Fundraising activities may include cultivating and securing individual gifts, Board gifts, corporate giving, government support and foundation grants.

Board of Directors: The Managing Director serves as the primary staff liaison to the Board. With the AD, the Managing Director assists Board's leaders with the recruitment, education and development of Board members and works closely with Board committees to engage the members in the service of RTW.

Community Building: The Managing Director engages with local, regional and national communities to develop and nurture relationships with Renaissance Theaterworks. Communities may include: varied and diverse local and regional social service organizations, government agencies, advocacy/affinity groups, businesses and arts organizations. The Managing Director with the AD are the public face of Renaissance Theaterworks and the Managing Director may be called upon to speak publicly to private and public organizations and to the press.

THE IDEAL CANDIDATE WILL:

- Demonstrate a passion for theater and the connection between theater and the community;
- Demonstrate a dedication to gender-equality in the arts.
- Hold a bachelor's degree in business, non-profit administration, theatrical arts or related field, a Master's degree is a plus;
- Have a minimum of five years' experience with nonprofit or for-profit organization(s) in management/leadership role(s). Prior experience with a theater company is highly desirable;
- Have experience in managing a fund development campaign;
- Exhibit skill and experience in budgeting, creating long-term budgets and goals, and financial management;
- Demonstrate experience and capacity to lead, manage, inspire and collaborate with staff, artists, Board Members, and volunteers;
- Have experience and knowledge of marketing, advertising and public relations activities, particularly as they relate to increasing ticket and other earned income revenue.
- Excellent communication (oral and written), organizational, and interpersonal skills.

COMPENSATION, TIMETABLE AND PROCEDURE:

The Managing Director is a full-time employee. Compensation including salary and benefits will be competitive for an organization of RTW's size. RTW is an equal opportunity employer.

Applications should include detailed cover letter, CV and three references, emailed to Renaissance Theaterworks at info@r-t-w.com by Tuesday, September 5, 2017.

The search committee intends to make its decision by October 1, with the intent that the new Managing Director will begin employment no later than December 1, 2017.