

Job Title: Managing Director

Company: Twilight Theater Company

Compensation: \$75 monthly stipend (approx. 20-24 hrs/ week)

Address: 7515 N Brandon Ave, Portland OR, 97217

Reports to: Producing Artistic Director

Twilight Theater Company (TTC), founded in 2013, seeks to meet a growing need for accessible arts in North Portland by presenting a year-round season of innovative community theatre both for audiences and artists alike. We present 8 mainstage, 3 readers theatre and 1 festival entry presentations per season.

We're currently seeking a part-time Managing Director to help oversee the day-to-day operations of the theatre.

Major areas of responsibility typically include:

- Coordination of long-range and annual planning
- Leadership for fundraising activities, donor development.
- Assists in developing the annual budget.
- Supervise administrative staff and managing administrative operations.
- Manage operations and maintenance of the theatre's physical facility.
- Administering and supporting Educational programming
- Representative and advocate of the theatre with patrons, government agencies, insurance companies, community and local business groups and arts organizations.

Someone in this position would ideally:

- Demonstrate a strong work ethic, stamina and passion.
- Demonstrate capacity to lead, manage, motivate and inspire the theatre's team.
- Exhibit excellent interpersonal leadership and communications (both written and oral) skills.
- Possess experience in a non-profit arts management/leadership position, with demonstrated experience in fund-raising, grant writing and marketing;
- Possess strong administrative, budgeting and financial management skills.
- Have experience in marketing, advertising and public relations activities, including driving growth in ticket sales and associated revenues;

Job Description*

- **Role of the Managing Director:**
The Managing Director reports directly to the Producing Artistic Director as part of the Theatre's executive team. The Managing Director plays an integral role in the

development and execution of the organization's strategic plan in addition to day-to-day administrative activities, including:

- **• Administration:**
The Managing Director hires and supervises Front of House, Marketing and Box Office, recruits (and trains as needed) volunteer Staff. Exercises responsible stewardship of all resources within the organization. Collaborates with the Producing Artistic Director to ensure the optimum balance of artistic quality, financial strength, and institutional integrity.
- **• Financial Management:**
The Managing Director works with the Board, Treasurer and Producing Artistic Director to develop an annual budget to support the organization's programmatic and institutional priorities.
- **• Audience Development/Earned Income:**
The Managing Director works with staff to plan and implement audience development activities including marketing strategies, public relations, patron experience and promotional events for season and single ticket sales campaigns, as well as seasonal, production and program sponsorships.
- **• Fundraising:**
The Managing Director sits on the Fundraising Committee and works with them and Staff to strategize and participate in fundraising activities of the theater.
- **• Planning:**
The Managing Director works with the Producing Artistic Director, Development Director, Board and Staff to create and execute long-term marketing and financial strategies that will sustain the fiscal and operational health of the Theatre.
- **• Advocate/Ambassador:**
The Managing Director is expected to adhere to the Company's Core Values Document. The Managing Director helps to advance the relationship between the Theatre and various local and regional organizations, including patrons, government agencies and advocacy groups, community and local business groups and arts organizations. The Managing Director and the Producing Artistic Director presents the public face of Twilight Theater Company and the Managing Director may be called upon to speak to private and public organizations and to the press.

*A full description including specific tasks will be provided in detail to the chosen candidate upon hiring

APPLY: Interested candidates should apply with a cover letter and resume via email to Artistic_Director@Twilighttheatercompany.org