

## **Position Announcement Managing Director Pendragon Theatre**

Pendragon Theatre staged its first production in 1980 and has offered more than 260 shows in the forty years since then. It has woven itself around a desire to bring a professional theatre experience to the residents of the Adirondack region as well as visitors, presenting classical and new works in a way that stimulates the appreciation of live theatre in young and old alike. As it enters its fifth decade it is working cooperatively with the Village of Saranac Lake to build and occupy a new theatre location which promises to be yet another jewel in the crown of this beautiful area. The Theatre blends a deep appreciation of its past with an ambitious vision of its future.

### **OVERVIEW OF POSITION AND RESPONSIBILITIES**

Pendragon Theatre seeks a Managing Director with demonstrated strong executive leadership skills, a passion for the arts, and a recognition of the impact of the arts in the lives of the community. He or she will be detail-oriented and organized, while at the same time displaying an innovative and resourceful ability to flex with the challenges that face the Theatre both at present and in the future. He or she will also have a proven track record of effective fund-raising and/or marketing, team building and collaboration with diverse partners.

Additionally, the pandemic has left the theatre in a rebuilding position which will require the Managing Director to assume the responsibilities of the Artistic Director as well. This joining of responsibilities will continue only as long as cultural conditions continue to influence the Theatre's full production schedule, at which time the Managing Director would be free to pursue the filling of the Artistic Director position.

Responsibilities include:

#### **Executive:**

- Executive leadership, in cooperation with the Board of Directors, to maintain, update and execute Pendragon Theatre's strategic and operating plans, with responsibility for fundraising, finance, organizational structure and operations, all in support of the company's Mission. Additionally, all planning and management of artistic activities, and Theatre-related educational and therapeutic programs.

#### **Finance management:**

- Development and recommendation of one-year operational and production plans.
- Support of all Board fundraising activities including: communication with donors and patrons when it relates to fundraising or institutional

- advancement, ensuring that best practices are used in stewarding our patrons; overseeing the patron database and ensuring that best practices are utilized to record and analyze data.
- Manage and maintain Pendragon Theatre's annual operating and capital budgets.
  - Communicate monthly and annual financial progress, against budget, to the Finance Committee of the Board of Directors and to the full Board membership.
  - Provide financial analysis and recommendations to guide the company's financial decisions.
  - Work with outside auditors to assure that all financial systems and internal controls are adequate to appropriately serve and protect the organization.

**External relations:**

- Serve as key representative of Pendragon Theatre in the community and represent the Theatre in communication with external agencies that might influence financial, artistic or administrative demands within our industry.
- Provide support for and attend meetings, fundraisers, events, and openings.

**Human resources:**

- Manage, coach and supervise all operational and production employees, ensure that Pendragon Theatre's employment policies and reporting are consistent with all current rules and regulations.
- Oversee all recruiting, training, coaching, retention and release of staff.

**Artistic:**

- Select, plan, budget and schedule all artistic productions, including on-stage and virtual programs, educational programs and therapeutic programs.
- Select and hire directors, designers and actors for all productions, and other personnel as needed.
- Schedule and manage auditions as needed.
- Directly manage the production calendars, budgets and contracts well as any other production processes.

**Technology management:**

- Ensure that the organization has the information, communication and technology systems necessary for effective operation.

**Reporting:**

- The Managing Director reports to the Board of Directors.

**Rate and schedule:**

- The position offered is a full-time position and offers competitive health care benefits. Salary is competitive with theatres of similar budget size and is commensurate with experience.

**The ideal candidate will:**

- Combine demonstrated business acumen with strong management and artistic skills.
- Have the vision to design and execute Pendragon Theatre's resource development in the short, intermediate and long-term to help Pendragon Theatre achieve sustainable growth.
- Be a charismatic communicator with the ability to develop long-lasting productive relationships with the Board of Directors, the staff and our community of patrons and donors.

**Qualification requirements:**

- Significant theatre experience interacting with Boards, volunteers, patrons and funders.
- Demonstrated understanding of the unique challenges that face a small, non-profit theatre in the current and anticipated cultural environment. An enthusiastic attitude about making the best theatre possible under less than ideal circumstances will not be looked at as a bonus but rather as a requirement.

**Pendragon Theatre** is committed to anti-racism in its programming, operations and practices and committed as well to a diverse, inclusive and equitable work environment. Qualified members of underrepresented groups, including Black, Indigenous and people of color, are encouraged to apply.

**Application process:**

Interested candidates should send a letter of interest, resume, three (3) or more professional references, and salary range or requirements. The letter of interest should describe what drew you to apply and why you think the position would be a good fit for your skills, abilities and interests.

Please send all materials to: [employment@pendragontheatre.org](mailto:employment@pendragontheatre.org). Please put **MANAGING DIRECTOR SEARCH** in the subject line.