

MANAGING DIRECTOR

The Managing Director leads Northern Stage as a co-equal with Producing Artistic Director, Carol Dunne. Northern Stage, in its 25th year of programming, is a dynamic LORT-D professional theater with a budget of \$4 million in White River Junction, Vermont. The theater resides near Dartmouth College at the crossroads of Vermont and New Hampshire and serves a passionate theater-going community with a mission to “Change lives, one story at a time.” The Managing Director will oversee the company’s financial, administrative, and business operations.

The Managing Director reports directly to the Board of Directors, as does the Producing Artistic Director. Direct reports to the Managing Director include the General Manager, Director of Development, Director of Sales and Marketing and the Special Projects Manager. The Producing Artistic Director and Managing Director work closely on all marketing and development strategies, with the Producing Artistic Director setting the branding and artistic vision for marketing strategy.

Northern Stage’s Managing Director will be a “yes. . . and” leader, supporting this unique company with patience and fairness. They will be a strong leader of Anti-Racism and passionately continue the diversification of the company. They will put the company and the audiences first, making decisions that serve the greater good. They will support risk taking and the knowledge that visionary art leads a world class institution. They will have a good sense of humor, a strong belief in the power of theater to change lives, and an attitude of flexibility in supporting a company that aspires to do great things. They will be resilient and able to overcome obstacles with the knowledge that Northern Stage can and must continue to thrive at a time when the theater industry has been deeply challenged.

Key Roles and Responsibilities Include:

- Together with the Producing Artistic Director create a world class theater company in a setting that intriguingly combines the rural and the sophisticated.
- Work with the Producing Artistic Director and the company to achieve Anti-Racist goals and implement strong Anti-Racist support systems.
- Lead the development of an annual budget (including the development of an annual salary/staffing/housing plan) based on sound revenue projections. Manage the budget using accurate and efficient financial management tools and techniques. Control expenditures, create forecasting models and scenario plans, and maintain consistent financial analysis of the organization.
- Work with the Producing Artistic Director to support the development of an artistic plan for Northern Stage that includes the annual mainstage season, an outdoor summer season, the development of new plays and musicals, Off-Broadway residencies and workshops, a broad education program and other programming.

- Support the Producing Artistic Director's leadership of programs for the Helen Gurley Brown Foundation with financial oversight and administrative leadership.
- Attend Board meetings and committee meetings as appropriate and as requested by the Chair of the Board. Act as a staff leader on Finance & Board Development Board Committees, as well as other ad-hoc committees (Strategic Framework, Communications, Housing) as appropriate.
- Supervise Northern Stage's development department, including strategy and direct prospect cultivation and solicitation for the capital campaign and annual development activities of the company.
- With the Development Director and the Special Projects Manager, oversee the fundraising for and design and implementation of workforce housing on Gates Street. This new 30-unit housing development will help to alleviate statewide housing shortages while improving the lives of the Northern Stage staff and artists.
- Manage office staff in a positive and nurturing way, practicing radical mentorship and encouraging a healthy work-life balance.
- Provide overall leadership for the sales and marketing efforts of the organization, including audience development, media, sales, public relations, publications, growth strategies for all earned income, and institutional marketing.
- Oversee and guide facilities, equipment and/or furnishings maintenance, upkeep to ensure code compliance and adherence to safety standards as prescribed by OSHA and collective bargaining partners. Direct the work of the staff responsible for facilities, equipment and/or furnishings. Make decisions or recommendations regarding rentals, new purchases or replacements of existing facilities, equipment, or furnishings.
- With the Producing Artistic Director, take an active role as an advocate in the community, and with the Producing Artistic Director, serve as the public face of the company.
- With the Producing Artistic Director and Board representatives stimulate the development of a strategic plan that supports visionary work while building a sustainable financial future.
- Support the Producing Artistic Director who serves as the key negotiator for all contracts on behalf of Northern Stage, including those for production rights, tours and Off- Broadway transfers and any Northern Stage activities offsite, and in a supervisory role for individuals should department heads need support.
- With the Producing Artistic Director, take an active role as a key representative of the organization on the national stage, with the League of Resident Theaters, Theater Communications Group, and other national and international networks and persons.

Job Type: Full time, with some nights and weekends required

Contract Dates: To be determined with successful candidate.

Compensation: LORT-D competitive salary

Benefits: Dental, Vision, Life insurance, Accident insurance, Health Coverage, PTO, and moving stipend

How to apply: Submit the following materials via Submittable:

<https://northernstage.submittable.com/submit/225036/northern-stage-managing-direct>

[or](#)

- Resume
- Cover Letter
- Three (3) professional references

We believe the most important and impactful art is made when we consider and commit to inclusion, diversity, equity and access both on and off of our stage. We highly encourage folks who are Black, Native or Indigenous, People of Color, Queer or Trans, Poor or Working Class, Disabled, Young, Elderly, and/or who speak English as a second language to apply. To learn more about Northern Stage, please visit our website: www.northernstage.org. No phone calls please.