

BOOK-IT REPERTORY THEATRE

MANAGING DIRECTOR

SEATTLE, WASHINGTON

Book-It's Managing Director (MD) leads one of Seattle's unique nonprofit theatres with a mission to transform great literature into great theatre through simple and sensitive productions and inspire audiences to read. As MD, you will work closely with the artistic director (AD) in realizing Book-It's seasonal and long-range artistic, financial and management goals by creating a sustainable strategic vision for the company's future. Book-It's MD is an inspiring cross-functional leader who uses creativity and innovation to manage and grow the company in a rapidly changing industry. The MD administers the board-approved budget, generates revenue, supervises administrative staff and facilities. The MD also serves as liaison to the Board of Directors and other arts groups.



DUTIES AND RESPONSIBILITIES

The Managing Director oversees a wide range of the day-to-day and strategic operational needs of the theater company. These encompass financial, operational, human resources, production, facilities, fundraising and board and community relations. Some of which include:

- Manage a \$1-2 million annual budget and work with the Artistic Director, departments, team leads and the board to keep the company financially sustainable
 - Work with all banking and brokerage partners, and the in-house bookkeeper to ensure all taxes and legal financial requirements are met
 - Use familiarity with ticket sales and understanding of organizational financial needs to strategize with marketing department on ticket and subscription sales strategies
 - Use familiarity with fundraising and in-depth knowledge of organizational financial needs to strategize with development department on fundraising and donor stewardship strategies
 - Set the tone and vision to lead and manage all administrative staff
 - Manage all aspects of HR including staffing needs, benefits, onboarding, performance reviews and policies and procedures
 - Familiarity with the non-financial, physical assets of the organization including computers, scene shop tools and heavy equipment, general costume, prop stock and tour van.
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- Work with the AD and production department on production budgets, labor laws, personnel, equipment and operational integrity of all systems
 - Serve as the primary public face of the organization representing Book-It's interests in community groups, Seattle Center-focused groups, local and national industry groups, industry and local partners and speaking engagements
 - Aid in the growth of a productive and engaged board of directors through outreach, cultivation of prospective members, and support for new members
 - Serve on Board Executive Committee, Finance Committee, Fundraising Committee (as needed), Strategic Planning Committee, and Board Development Committees to develop project-specific strategies, timelines, expectations, and budgets
 - Provide regular, clear and thoughtful communications to the board on the state of the organization including financial reports, strategic challenges, possible threats, areas of opportunity, and activities of the staff
 - Identify, cultivate and recognize new and current donors as part of managing the Development Director and fundraising team

MINIMUM REQUIREMENTS

- 5+ years senior management experience with cross-functional teams with multi-generational employees who have diverse backgrounds
- 5+ years non-profit leadership/management experience
- Demonstrated experience with budget creation and effective execution
- Understanding of accounting/bookkeeping processes and required financial reporting of non-profits
- In-depth knowledge of theater production processes and constituents
- Proven experience developing and maintaining relationships with external stakeholders and strategic partners; ideally with non-profit Boards and donors
- Excellent written and oral communication skills
- Nimbleness, resilience, optimism, collaborative spirit, creative problem solving skills
- Demonstrated experience developing and leading effective teams including coaching, reviews, and hiring
- Fluency in DEI philosophy and practices and a dedication to anti-racist principles



COMPENSATION

The Managing Director salary is \$75,000 annually. Book-It offers health coverage including medical, dental and vision.

MORE ABOUT BOOK-IT

Book-It Repertory Theatre has built a 30-plus year legacy of creating new, evocative plays from some of the most compelling books on the shelves. By creating theater exclusively from literature, Book-It strives to inspire a love of reading through a live communal experience.

OUR MISSION:

To transform great literature into great theater, through simple and sensitive production, and to inspire our audiences to read.

OUR VISION:

To be a nationally-known theater arts center where Book-It's partnership of theater, literature, and education nourishes literacy and the artistic vitality of our community.



Please send a resume, cover letter and any questions to MDSearch@Book-It.org.