

Overview



The Managing Director of the Provincetown Theater will work in partnership with the current Artistic Director to provide the vision and leadership necessary for fulfilling the mission of the organization.

Organization

Formed in 2001 in Provincetown, in the birthplace of American theater, the primary purpose of the Provincetown Theater Foundation (aka, Provincetown Theater) is to encourage, promote, and sustain the performing arts on Outer Cape Cod through a year-round schedule of programming at the Provincetown Theater. The Provincetown Theater provides performance and educational space for theatrical artists within the Outer Cape Cod community and beyond.

Provincetown Theater has thrived in recent years as a result of a renewed commitment to its local community and a greater investment in upholding the original legacy of Eugene O'Neill & the Provincetown Players. Audiences, donors, and sponsors have all embraced the institution's new direction and the board and staff have worked to establish a powerful upward momentum. The Provincetown Theater is now looking for an individual to help increase that valuable momentum as it seeks to develop new strategies and policies for long-term sustainability.

Located in Provincetown, MA, Provincetown Theater has an annual budget of \$500,000 led by a seven-member board of directors and three key staff members, including an Artistic Director, Operations Manager, and Technical Director, a Development Consultant, and three contractors who provide design and advertising services during the production season. Home to beautiful coastlines and stunning landscapes, Provincetown is a haven for individuality and freedom of expression, and is rich in creative history on Cape Cod as the oldest continuous art colony in the country.

Opportunity

A recent strategic review of Provincetown Theater identified the hiring of a Managing Director as a key and immediate priority, with a focus on managing the business side of the house and providing clarity of staff roles. An inaugural hire, the Managing Director will complement the strengths of the current Artistic Director, David Drake, and bring new proficiencies and shared executive leadership to the organization. The addition of a Managing Director will also serve to provide capacity for board development activities, create the potential for alternate staffing structures, and support an internal pipeline for talent development and recruitment.

Other key recommendations identified for the continued and sustainable success of the Provincetown Theater include:

Fundraising for a financially healthy and sustainable institution for years to come.

Maximizing the potential to unlock new streams of income and secure a positive future for the financial health of the organization. Renewed focus and investment of energy and resources on fundraising through

the adoption of donor stewardship best practices and communications. A long term vision and strategy for growing charitable income, along with an increased focus on the role of the board in fundraising.

Marketing to strengthen digital presence and capacity, and professionalize marketing efforts.

Guide the organization as it reframes marketing and the intersection of public relations, donor communications, and an expanded understanding of organizational brand. Prioritize a strategic, high level perspective into measurable, achievable tasks to increase engagement. Invest in a boutique digital marketing firm, the recruitment of a dedicated marketing intern, hiring of a part-time manager, coordinator, director, and/or a combination of the above.

Development of staff to grow and better understand the institution.

Key steps to take in the immediate future, in addition to the hiring of a Managing Director, include: clarification of roles and reporting, adoption of an organizational chart and a workplace violence and harassment policy, adoption of a midterm and/or annual review process, and finding meaningful ways to educate and involve the staff and board as the institution matures into a new and exciting phase of its existence.

Board Development for improved sustainability, organizational stability, and increased engagement.

Continue to put policies and systems in place with investment in both the strategic recruitment of new board members and education of new and existing board members, creating a healthy and functional board to steer the organization through the growth phase to maturity.

Responsibilities

The Managing Director is responsible for management oversight of the organization including design and implementation of all fundraising and development (audience and donor) activities, supervising all non-artistic staff, and working collaboratively with the Artistic Director to ensure the financial integrity and accountability of the organization. Reporting to the board of directors and acting as co-executive staff liaison, the Managing Director directly supervises an Operations Manager, (eventual) Marketing Director, House Manager/s, and Operations Assistant/s. Responsibilities include the following:

Administration and Operations

- Identifies, develops, facilitates, implements and monitors the strategic planning process, including short- and long-term goals and objectives.
- Monitors, surveys, inspects, and troubleshoots various operational aspects on a frequent and continuing basis; ensures high-quality conditions and appearances; recognizes accomplishments and results.
- Develops financial budgets and oversees the development of financial reports; oversees payroll processes, insurance contracts, credit lines and purchasing; monitors compliance with federal, state, and local law and regulations
- Oversees the maintenance and renovations of the Provincetown Theater property at 238 Bradford St.
- Manages the upkeep of properties, including vendor relationships, custodial service provider contracts, and local/state licensing
- Facilitates real estate acquisitions and rehab of facilities; identifies and pursues other development opportunities toward expansion

- Provides oversight for computer hardware/software/networking, as well as telephone and voicemail, systems

Staff and Board Management

- Provides on-going decision- and problem- solving expertise and assistance to ensure a positive, productive working environment; leads company meetings and coordinates regular staff meetings
- In collaboration with the Artistic Director, hires all administrative staff and makes policy, administrative, and management decisions concerning daily operations
- Leads and mentors staff, manages annual employee reviews, sets/negotiates employee salaries/benefits
- Collaborates with board committee/s re Employee Handbook and personnel policies and procedures
- Attends board and committee meetings, in conjunction with the Artistic Director; develops meeting agendas, provides board/committee reports, and serves on board committees
- Reviews goals and objectives with the board and provide status reports; meets with prospective board members in collaboration with the Governance Committee

Development and Fundraising

- Creates and implements fundraising plan in collaboration with the Artistic Director, Development Consultant/s, and Development Committee
- Develops and manages corporate sponsorships; appears at fundraising events. Oversees:
 - Capital and annual fund campaigns, including developing solicitation strategies for gifts, donor recognition, and stewardship
 - Grants applications from foundations and government institutions, in collaboration with the Development Consultant(s)
 - Planning and execution of fundraising and cultivation events

Marketing, Publicity and Audience Engagement

- Oversees the development of all marketing materials and website and social media accounts
- Collaborates to develop print, radio and television advertisements; drafts or approves all press releases
- Fosters positive relationships with editorial and advertising media
- Participates in publicity efforts by making media and public speaking appearances
- Collaborates with the Artistic Director to:
 - Set all ticket prices and subscription options
 - Oversee subscriber communications and audience amenities
 - Create and implement all audience development initiatives
 - Respond to audience feedback

Outreach and Advocacy

- Serves on community boards and represents Provincetown Theater at civic events, as appropriate

- Acts as an advocate for business, community, and cultural development in Provincetown and the region
- Attends local, statewide and national conferences as available to keep abreast of new trends, activities, and concepts in the industry
- Serves as a primary point of contact with federal, state and local officials; maintains positive relationships for work on special projects such as management of properties, community revitalization projects, cooperation agreements, etc.
- Discusses Provincetown Theater goals, priorities, problems, and concerns with officials, representatives, and members of the local government, news media, social and public service agencies, and other stakeholders when necessary

Qualifications

- Minimum five (5) years of managerial experience including nonprofit direction, arts management, fundraising, marketing, staff supervision, and financial leadership.
- Prior experience in a theater company is highly desirable.
- Track record of successfully sharing a leadership role in a nonprofit environment is a plus
- Arts Management Degree or equivalent work experience
- Knowledge of the Theater Industry and the Arts
- Ability to work with members of the public, media, and policy makers
- Excellent time management skills and the ability to prioritize and shift swiftly between tasks
- Proficiency in major office software applications
- Experience planning and executing complex projects and thinking strategically
- Exceptional verbal and written communication skills and diplomacy
- Strong analytical and problem-solving skills.
- Record of organizational leadership and follow-through
- Strong work ethic and a sense of urgency
- Ability to work in a fast-paced work environment, under pressure and tight timetables

Physical Demands

- Ability to articulate and communicate clearly and precisely when giving direction or interacting with staff, visiting artists, volunteers, students, apprentices, vendors, patrons and the general public.
- Ability to manage stress, multiple tasks, deadlines, interruptions and multiple priorities; and to work cooperatively while maintaining a pleasant, professional demeanor.

Guidelines for Applicants

This search is being conducted by TSNE in partnership with Provincetown Theater. Interested candidates should submit materials via this application link provided on this posting.

Electronic submissions sent through this link are preferred. All submissions will be acknowledged and are confidential within the hiring team.

Candidates should include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of Provincetown Theater. The search will remain open and applications accepted until the right candidate is identified.

The Managing Director is a full-time, year-round, exempt position. Location for the role is a hybrid model with required on-site work, especially during the summer season, and flexibility to be semi-remote for part of the year in the winter months. Salary is commensurate with relevant experience, within the framework of the organization's annual operating budget, and includes a housing allowance.

The Provincetown Theater is an equal opportunity employer. All qualified applicants shall be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Apply Here: <https://www.click2apply.net/aQd84ncbbQwJDC1aWsd1Yp>

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