



COACHELLA VALLEY

## **Vacancy Announcement:**

**Managing Director**  
**Reports to: Artistic Director**  
**Position Open Until Filled**

### **Position Description:**

Now in its 17th successful season, Green Room Theatre Company (GRTCCV) is a nonprofit organization dedicated to enriching the Coachella Valley region through theatre performances and educational programs. Our mission is to bring professional theatre and dance performances and quality education directly to underserved communities, enhancing literacy, job skills and community connections. We believe the transformative power of the performing arts should be accessible to all. Looking to the future at a time when our work has never been more important, we seek an experienced and dynamic Managing Director to lead the operations and marketing of GRTCCV.

Reporting to the Artistic Director, our part-time (32 hr/wk) Managing Director should have meaningful experience in theatre production, not-for-profit programs, and operations management. Working closely with the Artistic Director and supervising an office coordinator, their key responsibilities will include finance and donor systems administration, production planning and execution, and marketing of the organization's mission, impact and offerings. Recognizing that GRTCCV plans to produce just two to three shows per year, the leader in this role will also help coordinate the implementation and staff associated with successful education programs that are aligned with the organization's mission. To apply, please send a resume and cover letter that addresses qualifications to meet position requirements to [jason@stillwaterstrategypartners.com](mailto:jason@stillwaterstrategypartners.com).

### **Key Responsibilities and Tasks:**

#### **Finance and Development Program Administration**

- Oversee and administer financial transactions and related recordkeeping and reporting on the organization's fiscal performance.
- Working in tandem with the Artistic Director and board members, support fundraising efforts and grants administration processes to ensure effective outreach and stewardship with funding partners.
- Develop and manage the processes through which Green Room Theatre Company receives individual, corporate and foundation donations. Acknowledge, express gratitude, and demonstrate program impacts to those who have made charitable gifts and pledges to the organization and its programs.
- Understand, optimize and effectively oversee the utilization of NeonOne, the organization's CRM, managing its capabilities to foster donor relationships and development accountabilities, and to expand philanthropic support and volunteer support for the organization.

#### **Production and Program Planning and Execution**

- Develop and ensure adherence to performance and program-specific plans and budgets.

- Contract for technical support services (such as set and costume design and construction), which will be directly overseen by the Artistic Director.
- Identify and book performance and program facilities and manage house activities.
- Coordinate tour and outreach program logistics.
- Participate in planning and supervising education and outreach programs and coordinate associated staff and sub-contractors.

### **Marketing and Communications**

- In close collaboration with the Artistic Director and board members, design and execute a creative, consistent, impactful multi-channel communication plan that engages, informs and inspires GRTCCV audiences, partners and donors.
- Oversee and implement performance marketing and audience development efforts, leading to increased attendance and participation.
- Effectively represent and advocate for Green Room Theatre Company with partners, funders and in the community.

### **Other duties and Accountabilities**

- Act independently and in the Artistic Director and board members' stead, coordinating closely with team members and exercising independent judgment to identify and solve problems.
- Support the board of directors by helping to prepare and distribute board agendas, take meeting minutes and serve as an additional staff resource to board members.
- Demonstrate exceptional levels of personal and professional integrity and discretion in handling confidential information.
- Ensure compliance with Green Room Theatre Company policies and procedures and external requirements (donor/legal/IRS).
- Persuasively convey the mission of our organization to diverse groups with a deep understanding of our history, culture, values, programs, financials, and future plans.

### **Job Standards and Experience:**

1. Commitment:
  - a. The Managing Director is committed to discretion, confidentiality, forward progress and creating an inclusive work environment with other colleagues
2. Required Experience:
  - a. Ability to design and implement effective administrative practices and creative constituent communications and engagement plans and activities
  - b. Two or more years in a non-profit arts and leadership role
  - c. Experience with finance systems and NeonOne and/or other CRM or donor management software
  - d. Ability to communicate clearly and authentically with stakeholders
  - e. Excellent oral and written communication
3. Preferred Experience:
  - a. Arts and theatre sector leadership
  - b. Nonprofit management
  - c. Passion for community theatre and arts education and the role they play in building brighter futures
  - d. Fluency in Spanish

### Employee Information and Benefits

- The is a part-time role (est. 32 hrs/wk) with initial compensation of \$50,000 per year, depending on candidate qualifications and experience. Occasional evening and weekend professional obligations should be anticipated, and an initial 5 days of Paid Time Off (PTO) will be provided.

As an equal-opportunity employer, Green Room Theatre Company is committed to being inclusive in our hiring practices. We do not discriminate based on race, color, religion, national origin, sex, sexual orientation, physical or mental disability, or age.

### Summary for Job Postings and Advertisements

#### Managing Director – Green Room Theatre Company

*Part-Time | \$50,000 annually | Coachella Valley, CA*

Join **Green Room Theatre Company (GRTCCV)**, a nonprofit bringing world-class theatre and dance to underserved communities. We're seeking a passionate **Managing Director** (32 hrs/week) to lead operations, production administration and marketing efforts in partnership with our Artistic Director, our Ballet Folklórico Dance Coordinator, and an actively engaged Board. If you have **4+ years of nonprofit arts leadership**, strong finance and donor relations skills, CRM experience (NeonOne a plus), and a love for theatre and arts education, we want to hear from you! Bilingual English/Spanish capabilities preferred. **Compensation:** \$50,000/year, PTO, with some evenings and weekends. Help make the **transformative power of the arts** accessible to all. *GRTCCV is an equal-opportunity employer.* Apply with your resume and cover letter:

[jason@stillwaterstrategypartners.com](mailto:jason@stillwaterstrategypartners.com)