



CELEBRATING THE CLASSICS · NURTURING THE NEW

Position: General Manager
Reports to: Executive Artistic Director

Weston Playhouse Theatre seeks an experienced and energetic professional to serve as its General Manager. The General Manager reports to, is a trusted confidant of, and works closely with Susanna Gellert, Weston's Executive Artistic Director.

BACKGROUND

Weston creates entertaining, inspiring, and innovative performance that connects with its community and the region at large. For 85 years, Weston has presented adventurous, enlivening dramatic and musical productions performed by established and emerging professional theatre artists. The company is regarded by audiences and critics alike for producing at a consistently high level and is staking its claim as an important institutional force in the development of new theatrical work.

Weston's primary public activities take place during the height of the summer and fall tourist season, when the town's 500-person population soars as second-home owners take up seasonal residence in Vermont. Weston's subscription season of plays, musicals, and cabarets runs from June-October. With the addition of its new building, Weston Playhouse at Walker Farm, in 2017, the company now has a year-round presence that includes a combination of community activities, artistic projects, and developmental programs. These include a winter music series and a new works program that brings artists such as Jenny Giering, Adam Gwon, Joe Iconis, and Kit Yan to Weston in the off-season.

The General Manager is a key member of Weston Playhouse Theatre Company (WPTC), playing a fundamental role in strategic decision making and operational growth as WPTC continues to develop its place as a leading performing arts organization in Vermont and the region as a whole.

SKILLS AND QUALIFICATIONS

Administration and Operations (30%)

- Work with EAD and the Board of Trustees to set and achieve goals for the organization following strategic priorities and operational needs.
- Work with EAD to develop and maintain an organizational structure to support the company's short-term and long-term goals.
- Guide all artistic and production processes by establishing and maintaining administrative systems that ensure a comprehensive understanding of company priorities and budgetary controls for all full-time staff and production personnel.
- Negotiate agreements with artists, writers, designers, directors, and license holders. Oversee the execution of employment contracts and letters of agreement for approximately 100 individuals per year.
- Serve as first point of contact for unions including AEA, SDC, AFM, and USA.
- Create and update systems for office functions and communicate them effectively to all staff.
- Oversee office management needs, including IT and CRM service contracts and other office functions.

- Oversee creation of weekly union and royalty reports and payment schedules.
- Directly supervise the Company Administrator and the Administrative Intern (seasonal).

Finance (30%)

- Work with EAD and outside finance team to manage the annual budgeting and approval process, including creating, forecasting and setting appropriate revenue and expenditure goals.
- Oversee outside finance team in all day-to-day finance operations, including financial reporting, payroll, A/R, and A/P.
- Administer and review financial plans and budgets, monitor progress and changes, keep senior leadership team abreast of the organization's financial status, and provide guidance on necessary adjustments.
- Serve as principal liaison to the Finance Committee and communicate with Board of Trustees on the organization's financial status.
- Analyze and present financial reports in an accurate and timely manner for a variety of stakeholders, including Board of Trustees, staff, and funders.
- Participate in annual audit and work with staff to prepare for audit process with outside auditors. Liaise with external auditors and the Finance Committee. Assess and implement any necessary changes.
- Work with EAD, Finance Committee, and Board to monitor the performance of Company's endowment and investment accounts and manage any available line of credit accounts.
- Work with EAD and outside finance team to create and update policies and procedures for the finance department in line with legal requirements and best practices.
- Effectively communicate and present critical financial matters to the EAD, Finance Committee, and Board of Directors.

Human Resources (15%)

- Serve as human resources officer through personnel management, employee orientation, and the ongoing development of policies and the employee handbook.
- Manage insurance policies, including health, workers compensation, general liability, and D & O.
- Manage health insurance and 403(b) benefit policies.
- Manage PTO policies.

Earned Revenue Support (15%)

- Provide support to the theater's development and marketing functions.
- Collaborate with Marketing Department to develop comprehensive as well as targeted earned revenue initiatives.
- Support the Development Department's plans to honor the contributions of Weston's key donors.
- Serve as a partner in fostering sponsorship and high-profile activities intended to welcome new participants into the Weston Playhouse experience.
- Approach all programming with the spirit that everything is a special event, something that should not be missed, and be a fearless cheerleader for all Weston Playhouse programming.

SKILLS AND QUALIFICATIONS

The ideal candidate will have the following:

- Experience in theater production, including new work development, co-productions, and presenting;

- Experience negotiating contracts;
- Strong financial management skills;
- Strong computer skills
- A strong work ethic and comfort managing multiple projects; an ability to multitask, be flexible, and excel in a fast-paced work environment.
- Strong interpersonal, creative, strategic, and organizational skills;
- Excellent communication skills, both written and verbal.

The ideal candidate will also possess the following characteristics:

- A positive attitude and the ability to remain patient and focused while navigating multiple complex projects;
- A commitment to creating and sustaining a diverse, equitable, inclusive, and just organization;
- A strong work ethic and a true sense of grit;
- A demonstrated ability to work as part of a team;
- A robust sense of humor with the ability to bring genuineness, curiosity, and generosity to producing.

Weston Playhouse Theatre Company is proud to be an Equal Opportunity Employer. We strongly encourage applicants from historically marginalized communities. WPTC recognizes that historic institutional practices have led to an exclusionary and harmful environment for members of these communities, and is actively working to become a more diverse, anti-racist, inclusive organization. We acknowledge and welcome the complexity of the work ahead.

COMPENSATION

This is a year-round, full-time position with evening and weekend hours, particularly during the peak summer season. Compensation will be in the high five figures, commensurate with experience, and include generous benefits including health insurance, 403(b) match, PTO, and paid holidays.

Start date: Late Summer 2021

Please submit cover letter, resume, and two to four references to Executive Artistic Director Susanna Gellert at sgellert@westonplayhouse.org. Please put "General Manager" in the subject line. No phone calls please.