

## **Managing Director**

### **Organizational Overview**

Currently celebrating its 90th anniversary, Barter Theatre is a repertory company of resident artists dedicated to serving others by creating world-class theater in the heart of Appalachia with an operating budget of \$6M. Barter's vision is to maintain a sustainable model of producing world-class theater that entertains, engages, and connects artists and audience, while reflecting the inherently Appalachian values of hard work, generosity, service, and story. Barter produces musicals, classic plays, and new work March-December including the nationally renowned initiatives Appalachian Festival of Plays and Playwrights and Black Stories Black Voices.

### **Position and Responsibilities**

Reporting to the Producing Artistic Director (PAD) and in close partnership with the Director of Finance, Barter's Managing Director serves as the administrative head within the organization. The MD position requires a decisive leader who takes into account the input of others, with an emphasis on deep collaboration with the PAD, the senior staff, and the Board of Directors. An eye for innovation is also key. Essential elements of the MD role include income generation (contributed and earned), budget development, ongoing financial monitoring/adjustment, personnel management, and ambassadorship for and commitment to Appalachia's civic, philanthropic, and artistic community.

### **Strategic and Organizational Priorities**

- With PAD, set the tone and lead through Barter's organizational values including creating a culture of growth and respect.
- In partnership with PAD, determine priorities and objectives for organization and staff.
- Participate in select Board committees.

### **Management and Administration**

- Oversee Advancement, IT, Marketing, Sales and Services, Facilities, and Human Resource functions. Supervise and provide coaching for direct reports.
- Ensure dissemination of and follow-through on operational plans and long-term goals.
- Develop management practices and infrastructure changes to support a culture of joy.
- Negotiate and execute contracts and agreements including serving as main contact to various unions.
- Provide an entrepreneurial lens to discussions of new opportunities.
- Lead staff members in working collaboratively and in support of each other to achieve the best for Barter and the community it serves.

### **Financial Oversight and Planning**

- Work with the Director of Finance on multi-year financial forecasting, financial strategy, and systems of budget management and accountability.
- In collaboration with Director of Finance, create, maintain, and adjust operational and capital budgeting plans to ensure the theater's operations are sustainable.
- With Director of Finance, serve as a point of contact for budget management for staff.

### **Earned and Contributed Revenue**

- Partner with Marketing Director to define marketing strategy, tactics, and programs.
- Help lead efforts to expand and diversify Barter's audience.
- Work across the organization to set realistic but challenging revenue goals in conjunction with the PAD.
- In collaboration with Director of Advancement and PAD, identify and prioritize fundraising opportunities.
- Serve as a major gifts leader for Barter, developing and nurturing relationships with individuals, foundations, and corporations.

### **Communications and Community Outreach**

- Engage in the civic and cultural life of Abingdon and Southwest Virginia as a key Barter ambassador.
- Represent Barter to the national theater community, developing networks with other LORT theaters and producers, playwrights, designers, etc.
- Build new and strengthen current relationships with local, state, and federal elected officials.

## **Qualifications**

### **Skills and Experience**

- The ability to engage in productive problem solving both individually and as a team.
- Demonstrated leadership in team and community building among diverse stakeholders.
- Robust written and oral communication skills
- Strong non-profit financial literacy with budget creation and forecasting experience.
- Comfort and success with fundraising and stewardship.
- Positive track-record of innovation at the organizational and departmental level
- Executive or senior management experience in a non-profit organization, LORT theater and/or non-profit arts experience preferred.
- Experience managing competing priorities in complex, fast-paced settings.

### **Characteristics and Traits**

- Love of theater and the people who make it.
- A collaborative spirit.
- Satisfaction in mentoring others.
- Pragmatic and humane approach to decision making.
- Encouraging of different points of view.

### **Compensation**

The salary range for the Managing Director is \$85k - \$100k, plus a robust benefits package including health, vision, dental, and a 401(k) with company match.

### **To Apply**

To apply for this position, please submit a current resume, cover letter, and four references to [managingdir@bartertheatre.com](mailto:managingdir@bartertheatre.com). The cover letter should include why this position and organization are attractive to you and what you feel you bring to the table that makes you a great fit for Barter Theatre.

### **Equal Employment Opportunity Commitment**

Equal employment opportunity and an inclusive and representative staff are fundamental at Barter Theater. Our employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/preference, political position, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.