



September 2020

MANAGING DIRECTOR

Overview:

Horizon Theatre Company seeks an experienced, collaborative professional to join its senior leadership team. The Managing Director will work as a partner with the Co-Artistic/ Producing Director/Founder to implement the theatre's vision and business strategies. We are looking for an energetic leader to guide our board and staff team and generate the resources needed to achieve our vision.

The right candidate will thrive in an entrepreneurial environment and have a passion for contemporary theatre and the arts industry as a whole. He or she will also be detail-oriented, organized, resourceful and flexible, and will have a proven track record of effective fundraising and/or marketing, team building and collaboration with diverse partners.

Horizon is committed to anti-racism in its programming, operations and practices and to a diverse, inclusive, and equitable work environment. Members of underrepresented groups, including Black, Indigenous and people of color, are encouraged to apply.

Job Objectives:

To meet Horizon's current and long-term needs by:

- 1) Creating a collaborative, effective, positive team of staff, board members, volunteers and interns focused on goals
- 2) Developing new and sustainable financial resources, including a future capital campaign for facility development
- 3) Systemizing and maintaining smooth, efficient and effective theatre operations

Key Responsibilities:

- Work with the Co-Artistic/Producing Director and board to plan and implement organizational goals and priorities.
- Build and fortify an effective staff team (development, marketing, education, sales, and finance) to fulfill Horizon's mission and to facilitate the sustainable growth of its programming.
- Recruit and manage board members and advisory council members, engaging them in the life of the theatre and understanding and effectively utilizing their interests, skills and contacts. Build a board of directors with the resources, skills and contacts to meet Horizon's long-term goals.
- Serve as primary human resource manager for recruitment and retention of senior staff, board, volunteers and administrative interns
- Oversee and implement all efforts to recruit major gifts, managing staff and board in meeting short-term and long-term fundraising goals.
- Fortify existing relationships and build new, long-term relationships with major donors as well as corporate, foundation, and civic leaders.

- Oversee all marketing efforts, ensuring staff and board meet earned income and audience diversity goals.
- Manage day-to-day implementation of all marketing, fundraising and patron services.
- Develop and implement a new strategic plan for the next five years
- Systemize data collection methods and regularly analyze patron data to grow and diversify audiences and build life-time relationships with patrons.
- Attend community events to meet potential Horizon patrons, donors, sponsors, board members, and partners.
- Partner with Horizon's Co-Artistic and Producing Director/Founder to create and implement Horizon's facilities plan. Prior experience leading and working on capital campaigns a plus.
- Manage office technology and physical needs.
- Other duties as assigned.

Overall Responsibilities:

- Work with the Executive Artistic Director/CEO and board to define and implement organizational goals and priorities.
- In partnership with Executive Artistic Director/CEO on decisions involving staffing, organizational structure, business strategy and financial resources:
 - Create, lead, and develop a collaborative team of staff, board, volunteers and interns to achieve the theatre's goals
 - Recruit and manage board members, engaging them in the life of the theatre and understanding and effectively utilizing their interests, skills and contacts. Build a board of directors with the resources, skills and contacts to meet Horizon's long-term goals.
 - Hire, coach, develop skills, manage the job performance, and ensure retention of administrative staff members, focusing on maximizing use of their core strengths and talents.
 - Recruit, manage placement of, and oversee development of volunteers and administrative interns.
 - Lead the theatre in developing the earned and contributed financial resources needed to achieve its long-term and short-term goals.
 - Develop and manage a major gifts program to meet short-term and long-term needs
 - Manage day-to-day marketing and fundraising efforts.
 - Develop life-long relationships with patrons, walking them up the ladder of engagement.
 - Maintain and increase the age/race/income diversity of the audience
 - Lead the theatre in the development of, fundraising for and execution of capital projects, including renovations and new facilities.
 - Coordinate the schedule, activities and needs of all the theatre's departments.
 - Oversee continued systematization of Horizon operations, including developing written operational procedures for all areas.
 - Systemize data collection methods and regularly analyze patron data to grow and diversify audiences and build life-time relationships with patrons
 - Develop measures for the effectiveness of core activities and systemize method for gathering and utilizing the measures.
 - Oversee technology needs.
- Develop and implement a new strategic plan for the next five years.

- Handle specific producing, financial management, technology, marketing, customer service, and development responsibilities as identified in partnership with the CEO. These will change as organizational staffing and priorities shift.
- Utilize Co-Artistic Director/Producing Director's expertise and knowledge of the organization and community to assist in solving problems, in defining or revising strategy and in identifying human and financial resources.
- Partner with Co-Artistic Director/Producing Director to communicate organizational vision and goals to stakeholders, including board, staff, artists, committees, major donors, and audiences.

Required Qualifications:

- Master's Degree or equivalent professional experience
- Deep professional experience in development/fundraising and marketing or related fields
- Past experience in and/or love of theatre (minimum 2 years in paid professional position).
- Position is NOT a fit for someone who is currently actively pursuing a career as a director, actor or designer.
- Commitment to anti-racism and a diverse, inclusive workplace
- Excellent written and verbal communication skills
- Proven record of successful marketing and achieving ticket sales goals and/or
- Proven record of cultivating and procuring major gifts and sponsorships.
- Proficiency in MS Office (Excel, Word, Outlook)

Required Abilities:

- Build effective and happy teams.
- Raise money.
- Guide and mentor staff.
- Build relationships.
- Work well in a busy, hectic, single room office environment.
- Comfortable with reasonable risk and an entrepreneurial approach to business.
- Prioritize among competing needs.
- Think and act strategically.
- Can take direction and give direction.
- Collaborate with diverse populations and across disciplines.
- Manage projects and people on time and on budget.
- Compatible with Horizon's founder and can work under her leadership.

Preferred Qualifications:

- Knowledge of the Metro Atlanta philanthropic community.
- Experience working in Quickbooks and Tessitura database software

Types of people who might thrive in this job:

- Theatre administrator with development/management/producing background who grew up in the South or near Atlanta who is interested in moving to Atlanta to be close to family and friends and/or to be in a warmer location.
- Mid-career theatre administrator (3-10 years of hands on experience in development/management outside of a school setting) who is interested in making his/her mark at a mid-size theatre as a stepping stone to a senior position in a LORT theatre.

- Business or non-profit professional who has proven success in fundraising/business development (either professionally or as a volunteer) and organization management, who is passionate about theatre, wants to make a difference in the city as a legacy and does not require a six figure salary.
- Development or marketing/sales professional with a passion for or background in theatre looking to move up to an Executive/Managing Director level position.
- Must be a team player. He/she should be able to work collaboratively and be willing to pitch in where needed.
- Must be a leader and strategic-minded person who can support the theatre's vision.

Salary & Benefits:

The position is a full-time position and offers health insurance, dental and vision. Salary is competitive with theatres of similar budget size and commensurate with experience, ranging from \$45,000-\$50,000. The current highest paid employee is at \$50,000.

About Horizon Theatre Company:

Now in its 36th season, Horizon Theatre is an acclaimed mid-sized, professional contemporary theatre in Atlanta, Georgia. Horizon is known for its new play cultivation, regional and world premieres, leadership in Atlanta's arts community, artistic innovation, and fiscal responsibility.

We are committed to commissioning, developing, and producing new work that serves our mission to connect people, inspire hope, and promote positive change through the stories of our times while bringing great new plays and playwrights from around the country and world to Atlanta.

Horizon has a \$1.4 million operating budget with no deficit and an operating reserve fund, serves 35,000 annually, operates on an SPT6 Actors' Equity contract, and is housed in an arts facility (Little Five Points Center for Arts and Community) that includes our 172-seat theatre, rehearsal spaces, storage, and offices. We are planning for major program/facility expansion in the next five years. Horizon is a member of TCG and the National New Play Network.

Horizon's core values are ensemble/collaboration, intimacy, and innovation, and we infuse those throughout our organization. Important operating principles include: fiscal responsibility; partnering with others to enhance impact; diversity in our audience, staff, board and programming; and life-long learning.

Application Process:

Interested candidates should send a letter of interest, resume, 3 or more professional references, and salary range or requirements. The letter of interest should describe what drew you to apply and why you think the position would be a good fit for your skills, abilities, and interests.

Send all materials to jobs@horizontheatre.com. Please put MANAGING DIRECTOR SEARCH in the subject line. Word or PDF Documents only.

Accountability:

Reports to the Co-Artistic/Producing Director/CEO, Lisa Adler.

Horizon is Equal Opportunity Employer and values diversity. All qualified candidates will receive consideration for employment without regard to race, sex, class, religion, country of origin, (dis)ability, age, gender identity, sexual orientation, religion, national origin, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.