

# CREEDE REPERTORY THEATRE

*your theatre, always*

As a cultural home for artists, residents, and visitors of the West, Creede Repertory Theatre will create a diverse repertory season of plays, new works, and dynamic education programs.

Job Title:       Managing Director

Job Summary:

The Managing Director (MD) leads the financial and daily operational activities of Creede Repertory Theatre (CRT). The MD will partner with the Producing Artistic Director (PAD) to develop a strategic plan to ensure the fiscal health of CRT. The MD is responsible for all facets of CRT's Human Resources Department. The MD will work with the Development Manager to establish strong relations with CRT's stakeholders including the Board of Trustees, Donors, Patrons and the Creede Community at large. The MD will participate in CRT's Equity, Diversity, and Inclusion efforts. The MD will join a structure that presently has three direct reports: Marketing, Company Management, and Front of House. The MD reports to the PAD.

Salary:           \$45 - \$50 K (based on experience)  
                      This is a full-time exempt position

Benefits:         Health Insurance with option for HSA, Professional Development Funding, &  
                      PTO

Key Responsibilities

Fiscal Administrative Oversight

- Responsible for the fiscal integrity of CRT. Collaborate with the PAD and year round staff to create and submit a proposed annual budget to the Board of Trustees
- Manage the yearly operating budget for the theatre, ensuring that all purchases and staffing requirements are budgetarily compliant
- Create and interpret monthly financial statements
- Process payroll
- Submit all AEA Reporting and Royalty Reporting
- Serve as the primary staff contact for CRT's Accounting Firm. Oversee accurate input into Quickbooks
- Oversee the coding, distribution, and prompt payment of all income and expenses
- Supervise the annual audit
- Oversee all Front of House audits, including Daily Box Office, Concessions, Gift Shop, and reports. Manage daily deposits

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- Complete the TCG Fiscal Survey
- Serve as the staff liaison to the CRT Board of Trustees' Finance Committee

## Staff Management Support

- Supervise Marketing and Communications, the Company Manager, and Front of House Team
- Work with the appropriate staff members in the process of hiring and firing *seasonal* company members
- Hire, train, and lead CRT's patron services staff
  - Assist in the planning of CRT's Gift Shop and Art Poster sales
  - Oversee the budget, sales, and purchases for CRT's concessions
- Work closely with the staff to plan and enhance artistic excellence, audience experience, and year-round programming improvement and/or expansion

## Human Resources

- Provide strategic leadership for all CRT Human Resources functions including employee relations, training and development
- Provide conflict resolution, mediation and facilitation upon request; conduct workplace investigations and act as a resource regarding disciplinary action, and terminations
- The MD will maintain and improve all facets of CRT's hiring, on-boarding, employee evaluation, workers comp, and off-boarding processes. The MD will also analyze and improve employee policies and procedures to strive for optimal employee retention and enhanced overall employee satisfaction
- Work closely with the Company Manager to oversee CRT's Contract process
- Keep up to date files for current and past employees in addition to past job applicants in accordance with CRT's File Retention Policy
- Manage and administer employee benefits including PTO tracking, Health Insurance and Professional Development
- Manage insurance programs of the organization and recommend insurance requirements and policies

## Creede Repertory Theatre Team Member

- Serve as a member of the administrative team
- Commit to CRT's Equity, Diversity, and Inclusion initiative and work within the Finance department to implement these values in every aspect of the company
- Participate in the betterment of CRT's facilities and buildings, as needed
- Attend required special events, performances, and meetings, including all Board, staff, and assigned committee meetings
- Adhere to CRT's community values of Respect, Communication, Listening, Courage, Problem Solving, Collaboration, and Equity

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- Engage meaningfully with the community of Creede

Other Duties as Assigned

Disclaimer:

This job description is only a summary of the typical functions of the job, not a comprehensive list of all job responsibilities, tasks, and duties

About Creede Repertory Theatre

Founded in 1966, Creede Repertory Theatre (CRT) is a professional theatre company located at 9,000 feet in a spectacular location in the San Juan Mountains of Colorado. CRT's award-winning company produces quality productions from May through September. Each season, CRT produces 7-10 plays in rotating repertory, hosts numerous musicals events and concerts, develops new works through the Headwaters New Play Program, and creates nationally recognized educational programs. As part of its values, Creede Repertory Theatre is dedicated to Equity, Diversity, and Inclusion in every aspect of the company and is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Position Qualifications

- Demonstrates leadership skills to share in setting a clear strategic direction and motivating others to pursue it
- The skills to guide an ongoing effort to develop a sustainable business model for CRT that considers artistic purpose, financial ramifications, and the organization's health
- Capacity to develop financial tools and models and to assess and manage levels of risk in pursuit of new initiatives by CRT
- The tools to assure accurate budget forecasts, provide oversight to financial performance against goals, and offer analysis of long-term financial implications of major decisions
- An engaging and open personality, equally comfortable with all the stakeholders of this theater
- The ability to engender trust and loyalty through authenticity and transparency
- Leadership capacity, inventiveness, integrity, risk tolerance, attention to detail, responsibility and accountability, along with the passion for CRT's mission, are equally significant

Preferred Experience

- 3 years of upper level cash handling experience including counting cash, reconciliations and cash management
- 3 years in management/administration (preferably theater), development and/or marketing
- Budget preparation, tracking, presentation and accounting

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- Knowledge of Quickbooks
- Strong skills in Microsoft Office
- A proven record of developing and implementing an effective operation plan and strategies
- Knowledge and implementation of customer service best practices
- Track-record of successful team leadership, creating a positive, collaborative and productive culture
- Experience working in Human Resources
- Exceptional writing, communication, and editing skills

How to apply: Please send cover letter, resume, and three references to [info@creederep.com](mailto:info@creederep.com) with the subject line: "Managing Director Search."

Creede Repertory Theatre is an Equal Opportunity Employer. This position is open until filled.

For more information about CRT, please visit [www.creederep.org](http://www.creederep.org).