



Playhouse 395, a non-profit theatre company has an opening for a part-time General Manager

Salary range: \$18,000 to \$24,000, DOE (no medical or dental)

Status: Part-time, flexible hours averaging 20 per week; willing to work nights and weekends during production time

Location: Bishop, CA

Experience: 5 years administrative work; B.A. or an additional 2 years of comparable work experience

To apply: Submit a resume and letter of interest, along with 3 references to: Playhouse 395, PO Box 146, Bishop, CA 93515

Closing date: Open until filled

Questions: Call 760-920-9100

Under the direction of the Board of Directors, the General Manager will have the overarching responsibility of serving as the conduit between the various units of operation (production, direction, house, and so on) and the general public. This individual will lend support to volunteer leaders and fill gaps in daily workload. He or she must have the ability to function as a generalist with eyes constantly on the bigger picture. A keen organizer and project manager, the General Manager serves as a "jack of all trades." Duties include the following.

- Establishing an introductory meeting with the production team to share Board support and communication protocols, and overall management philosophy as it pertains to the production.
- Attending as many production team meetings as possible, and lending insight and guidance when asked or when appropriate.
- Bringing questions or issues associated with production policy to the attention of the Board members at large, and facilitating an understanding of the issues. Recommends solutions with same.
- Along with the Artistic Director, orienting all artistic and non-artistic personnel regarding the organization's artistic goals and objectives.
- Serving as a sounding board for the director and producer and utilizing the knowledge associated with a more organizational-wide understanding in order to help guide decision making through thoughtful and productive dialogue.
- Initiating and co-leading a post-show meeting with the production team to celebrate show successes and identify areas for additional emphasis and improvement for future shows.
- Displaying a willingness to do or facilitate the work that is not getting done and supporting others, when needed, with their work.
- Serving as the primary conduit between the Board and the School District on all (relevant) operational activities.
- Negotiating contract agreements and communicating production schedules.
- Along with the Board, preparing the annual budget and assist with controlling revenues and expenditure.

- Investigating new opportunities for funding sources.
- Maintaining relationships throughout the theater community, government and non-government agencies.
- Supporting and participating in any fundraising initiatives.
- Providing bi-monthly, or more frequent, if needed, updates to the Board throughout the production cycle.
- Attending one Board meeting, and presenting a report to the Board reflecting the activities, challenges, insights, and joys experienced.
- Meeting with Playhouse volunteer coordinators on a monthly or bi-monthly basis.

Essential skills:

- Strong writing and verbal communication skills.
- Strong computer software skills: MS Word, Excel, and PowerPoint.
- Strong organizational and project management skills; ability to fulfill multiple tasks at any given time.
- Personable; enjoys working with people from all backgrounds.
- Inherent problem solver; maintains well under pressure.
- Ability to work both independently and as part of a team.
- Excellent administrative and IT skills.
- Willingness to see what needs to get done and getting it done.
- A “jack of all trades”; someone with a varied and applicable professional background.

Preferred skills:

- Technical skills in one or more of the following areas: carpentry, lighting, sound, or IT.
- Experience using Adobe software products: InDesign, Photoshop, and Dreamweaver.
- Experience with database management.
- Experience coordinating large events.
- Willingness to see what needs to get done and getting it done.
- Interest and background in theatre.