POSITION DESCRIPTION: Managing Director
Available Light Theatre (AVLT), the innovative, Columbus-based, ensemble theatre company, seeks a forward-looking, organized, and energetic MANAGING DIRECTOR with solid fundraising and financial skills, to work in partnership with the Board of Directors and Artistic Director as the theatre company sets out in new directions.
The Managing Director will be responsible for developing and implementing AVLT’s goals for effective management strategies that support the mission and the sustainability of the organization. The Managing Director serves as the chief financial officer of AVLT. AVLT is a small non-profit and this role will require a team leader who is self-motivated, confident working in an independent capacity, and has the ability to wear a lot of of hats, pitching in wherever needed.

POSITION: Managing Director
Employment Status: Full-time (required to work flexible hours as needed - weekdays, nights and weekends). The Managing Director is AVLT’s sole full-time staff member, alongside multiple part-time employees and volunteers.

Responsible for: Business management, grant writing, marketing, public relations, communications, financial reporting, and coordinating production related administrative activity.

Reports to: Board of Directors, in collaboration with the Artistic Director, consults and coordinates with the company’s operations team (Brain Trust).

PRIMARY RESPONSIBILITIES:

Financial management
As the chief financial officer, the MD continually evaluates the impact of programming decisions against the budget. Responsibilities include the annual budget, presentation of the financial reports to the Board and oversight of all ongoing financial matters.

- Manage the financial operations of the organization
- Manage the creation of the annual budget and operate the theatre within budgeted parameters (Managing and setting budgets + Bookkeeping [Quickbooks etc])
- Provide financial reports to the Board of Directors
- Provide financial analysis and recommendations to guide the organization’s financial decisions

Administration and supervision
The MD directs administrative operations including the hiring and supervision of the theatre’s operations team. The MD works with the AD and the Brain Trust to provide administrative services for the production process, including supervision of human resource functions, licensing and contract negotiations, scheduling, and finance management. As appropriate, the MD is also involved in planning and negotiations for artistic projects.

- Supervising day-to-day administrative activity and relationships
- Planning and coordinating administrative and managerial aspects of a production season
- Oversight of and active participation in development and marketing activities.
- Working with AVLT’s Board, Artistic Staff, and company members on fundraising, donor relations and development initiatives.
- Organizing logistics for our educational outreach initiatives
- Other administrative and supportive day-to-day operational duties as needed to support the overall success of the company
Sustain a culture of teamwork, generous collaboration, clear communication, effective
delegation, and mutual support.
Support and attend fundraising events, 1st reads, opening nights, and other events of the
organization.

Board of Directors
The MD serves, with the AD, as staff liaison to the Board. The MD also assists with Board recruitment
and works with vital committees to harness the resources and talent of the Board in the service of
AVLT.

Fundraising
The MD works with the Board, AD, BT and company to create, implement, and support fundraising
campaigns, special events, and grant opportunities.

- Grant writing process (seeking, identifying, writing, defending, etc)

KEY SKILLS AND EXPERIENCE:
- Bachelor’s degree (or equivalent) preferred, or substantive experience in performing arts
  management
- 3-4 years of experience in a not-for-profit organization, preferably in managerial capacity. Prior
  experience in a theatre company is highly desirable.
- Experience in grant writing
- Familiarity with legal and financial aspects of professional theatre, demonstrate understanding of
  complex financial activities, including preparing and presenting monthly financial reports, short
  and long-term budgeting and completing grant requests and implementation.
- Marketing experience
- Familiarity with the artistic, technical, and administrative sides of a production season
- Have a working knowledge of artistic production, including intellectual property rights, collective
  bargaining, and contracts.
- Excellent communication skills, including relationship building and written communication
- Strong collaborative skills
- Ability to work in a hands-on environment, with a demonstrated capacity to steward limited
  resources

SALARY:
The salary will be competitive for an organization of AVLT’s size.

TO APPLY:
No phone calls, please. Please send a cover letter, resume, and three professional references via email
to jobs@avltheatre.com.

DEADLINE:
March 15, 2020. The position will be open until filled. Consideration will be given to those applying by
March 15th.

EQUAL OPPORTUNITY EMPLOYER:
AVLT is committed to creating a diverse and inclusive environment and is proud to be an equal
opportunity employer. Applicants from populations underrepresented are strongly encouraged to apply.
All qualified applicants will receive consideration for employment without regard to race, color,
religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability,
age, or veteran status.

ABOUT AVAILABLE LIGHT THEATRE
Founded in 2006, Available Light Theatre is a fellowship of artists dedicated to building a more conscious and compassionate world by creating joyful and profound theatre and serving our community. We engage our community by staging provocative works that examine our culture, expose its shortcomings, and reveal the beauty of humankind. We enrich the American theatre by seeking potent processes and vital forms that enable artists and audiences alike to live the life of the imagination. We create theatre that would not otherwise be staged locally because we believe it is our duty as artists “to add to the sum total of joy and solidarity in the room.”

Our ticket pricing includes the wickedly reasonable price of “Pay What You Want” at the door because now, more than ever, we all really need great art. And because now, more than ever, we cannot allow economic circumstances to shut anyone out of the theater.

We are incredibly proud of our accomplishments and our history, but we are most proud of our commitment to developing local talent and contributing to the local arts scene, and making Columbus a better place to live and work.

https://avltheatre.com/hiring.html