

Luna Stage is Hiring!

Position: Managing Director

Luna Stage Theatre Company, a nationally recognized and critically-acclaimed theater with a 25-year history of producing new and challenging works for the stage, seeks a full time Managing Director.

The Managing Director (MD) is responsible for consistent achievement of Luna Stage Theatre's mission and financial objectives. The MD reports to the Board of Directors and works in partnership with the Artistic Director (AD) as Luna's executive team.

The Managing Director has overall responsibility for financial management, fundraising, marketing, community relations, and strategic planning. The MD works as part of a highly collaborative team that includes the Artistic Director, Production Manager, Dramaturg and Community Engagement Lead (DACE) as well as an active and engaged Board of Trustees. Luna Stage is mid-transition to an integrated program of artistic and community engagement, and the new Managing Director will manage its transformational growth and build upon its stellar track record.

The ideal candidate has experience in financial management, marketing, audience development, grant writing and donor cultivation, and has great organizational, communication and computer skills. The Managing Director must have experience preparing financial reports, be able to manage our Patron Technology Salesforce Database. S/he must be a talented delegator, multi-tasker and be able to lead and inspire a team of dedicated and talented staff. This is a full-time position. Flexibility with schedule is vital as managing the theater requires some evening and weekend hours.

Start Date: June 1, 2018

Salary: Competitive

Send cover letter and resume including two references to:

Jill Slattery, Trustee

LunaRecruiting@lunastage.org

Luna Stage

555 Valley Road

West Orange NJ 07052

www.lunastage.org

Managing Director Scope of Responsibilities

Business Executive

- Support and maintain Luna's 3-year strategic plan, in collaboration with the Board and Artistic Director
- Develop, administer, maintain all operational procedures and policies
- Assist Board as appropriate with recruitment and education of Board trustees. Work closely with Board committees to support implementation of Luna's strategic and tactical plans.
- Cultivate relationships with Luna Advisory Board; Valley Arts District; NJ Theatre Alliance; other community organizations and networks which Luna serves or works with.

Financial Management

- Budget. Develop and monitor financial plans, annual budget and 3-year budget consistent with Luna's mission and vision (with AD and Board). Approve and report budget revisions.
- Payroll. Oversee vendor (ADP) production & distribution of payroll checks; calculate and conduct payroll withholdings (FICA, etc.)
- Cash Management. Manage and monitor cash flows. Identify credit needs and acquire sources of credit.
- Oversee Bookkeeping.
- Reporting. Produce monthly reports of Income, BS, Cash statements; cash flow projections AP/AR/Cash Accounting & Bookkeeping; budgets.
- Prepare information for auditor and coordinate annual financial audit

Fundraising / Development

In close coordination with Board, AD and DACE and contracted Development Associate:

- Develop and implement a comprehensive fundraising plan that will significantly increase annual revenue.
- Write grant applications and other requests for funding (with DACE)
- Comply with monitoring and reporting required by grants awarded to Luna (with DACE).
- Manage fundraising campaigns & events. Plan, execute, and track results.
- Lead initiatives to identify, prioritize, cultivate, solicit, thank and steward donors and prospects (with DACE, AD, Board). Manage a portfolio of donors and prospects
- Build and sustain relationships with current, new and potential grant-giving organizations and individuals (with AD and Board)
- Collaborate with staff, Board, partners and artists to gather stories and statistics that demonstrate Luna's work, to help express Luna's value.

Marketing, PR and Sales

- Supervise PR and Marketing Associates' creation and implementation of plans to enhance marketing and audience development.
- Oversee PR and Marketing associates, front of house, education coordinator and administrative associate to achieve sales of:

- tickets and subscriptions through all channels: web, phone, box-office
- space rental contracts
- registrations for onsite classes and community/educational programs
- contract programs for artists working offsite
- Oversee graphic arts associate and administrative associate to marketing collateral associated with Luna events and programs (postcards, flyers, etc)
- Supervise PR and Marketing associates' development & delivery of messaging about Luna programs and performances for social media, external publications, and digital media

Legal and Risk Management

- Acquire and monitor insurance coverage for Luna and the Board.
- Manage compliance with local, state & industry regulations
- Write, review, negotiate and track contracts for personnel, plays & programs (such as vendors & AEA). Monitor status to ensure contracts are fulfilled.
- With the Board, identify and evaluate risks that Luna may encounter, and implement measures to mitigate risks.

Human Resources

- Recruit, hire, terminate paid and volunteer staff
- Conduct semi-annual, annual reviews of permanent staff; write recommendations & references as needed for seasonal staff; monitor retention
- Compensation & Benefits: Negotiate W-9, W-4 staff compensation. Plan and administer benefits
- Develop and administer employment policies
- Coach the staff. Maintain a climate that attracts, retains, and motivates high-quality staff.

Facility Rentals

- Ensure a schedule of usage or rental of Luna spaces is established and maintained.
- Ensure space rentals are priced appropriately. Track space utilization against budget.

Facilities and Infrastructure:

- Oversee the processes and procedures to maintain, secure and store all props, production equipment, physical documentation associated with artistic and education programs
- Manage interior and exterior property maintenance procedures: HVAC, electrical, plumbing, housekeeping, security, physical access, grounds maintenance
- Manage local and online electronic resources: network, voice technologies; hardware, software and applications, Luna website & social media accounts, ecommerce accounts; Google/Microsoft accounts

Customer & Audience Relationship Management

- Acquire, expand, store and analyze customer & audience data
- Create and execute plans for audience retention and growth
- Foster excellent customer and audience relations
- Ensure excellent customer service