



RAMSDELL REGIONAL CENTER FOR THE ARTS

Position Announcement

Managing Director

The Ramsdell Regional Center for the Arts, a 501(c)(3) nonprofit organization (Ramsdell), that operates a beautifully restored, 465 seat Victorian theatre and hall located in Manistee, Michigan is seeking a Managing Director. The Ramsdell is the “Crown Jewel” of Manistee and on the National Historic Register. The theatre has played a central role in the community and region for over 100 years.

Responsibilities include operations, programming, marketing and communications, community, donor and user relations, staff supervision, volunteer coordination, fiscal and administrative planning, and managing the day-to-day activities of the Ramsdell.

The successful applicant will possess excellent written and oral communication skills, management skills, initiative and adaptability. They will have a passion for the arts, a broad background in programming, and a proven track record of driving performance to the next level. They will have familiarity with fundraising principles.

Experience in non-profit and/or theatre management required. Facility management and theatre technical skills desired. Bachelor’s degree in business, Management, Administration, Arts Management, HRM or related field preferred.

Salary negotiable and commensurate with experience and background.

Interested applicants should submit a cover letter and resume by Tuesday January 31, 2023.

Materials shall be emailed to ebradford@manisteemi.gov with **Ramsdell Managing Director** as the subject line.

RAMSDSELL REGIONAL CENTER FOR THE ARTS

Job Description

MANAGING DIRECTOR

Supervised By: Ramsdell Regional Center for the Arts Board of Directors

Supervises: RRCA Staff and Volunteers

Classification: Salaried

Position Summary:

The Managing Director (MD) position oversees the management and operations of the Ramsdell Regional Center for the Arts (RRCA). With the active support and assistance of the RRCA Board, Committees and Staff, they are responsible for the overall operation, management, oversight, community relations, patron experience and financial performance of the organization. They also work cooperatively with the Development Director to raise funds for the RRCA.

Essential Duties and Job Functions:

The employee in this position may be called upon to do any or all of the following essential functions. To perform this job successfully, an individual must be able to perform each essential function. Many of these activities will be assisted by the Board, Committees and Staff, with the MD providing leadership in these areas. These examples do not include all the duties which the employee may be expected to perform.

Management

- Serve as primary contact for the Ramsdell.
- Hires, fires, and supervises staff as approved by the Board of Directors.
- Exercises day to day oversight of Ramsdell operations.
- Creates and enforces organizational and theatre policies.
- Maintains official records and documents and ensure compliance with laws and regulations.
- Manages and assists with preparing the RRCA annual and capital budgets.
- Assists in the development of strategic plan.
- Produces budgetary, programmatic and performance reports.

Operations

- Establish the Ramsdell as a premiere community and regional arts & entertainment center.
- Ensure the protection and integrity of the Ramsdell.
- Ensure the Ramsdell is adequately staffed.
- Maintain master building calendar and manage scheduling conflicts.
- Coordinate activities between user groups.
- Ensure adequate technical staff is available (light, sound, projection).
- Ensure the comfort and satisfaction of patrons and guests.
- Fosters the development of a volunteer program.

Programming

- Expand the number, scope and profitability of events.
- Work cooperatively with partners to assist them in being successful.
- Prepare and manage artist contracts.

Fund-Raising & Development

- Assist Development Director with annual and planned giving program.
- Assist DD in writing and administering grants.
- Work with the Board and DD to cultivate donors.

Marketing, Communications & Public Relations

- Maintain Ramsdell website.
- Coordinate\maintain social media presence.
- Develop and maintain relationship with local media outlets.
- Manage the marketing and promotion strategy.
- Attend community events and be involved in the community thru various organizations.

Performs related work as required.

Knowledge, Skills, Abilities and Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Bachelor degree in Business, Management, Administration, Arts Management, HRM or related field preferred.
- Strong written and oral communication skills with an ability to effectively interact with community groups, arts organization professionals and staff; ability to participate in public speaking events; demonstrated ability to write clearly and persuasively.
- Experience in non-profit and\or theatre management (including both artistic and business endeavors); senior management experience preferred.
- Knowledge of facility management; demonstrated leadership and administrative skills; excellent public relations, communications and interpersonal skills; with experience working for a non-profit organization preferred.
- Working knowledge of theatrical and film contract negotiations and entertainment bookings, and local, regional and national art trends, activities and resources preferred.
- Passion for the arts with a broad background in programming and a proven track record of driving business performance to the next level of excellence; and profitable management in business and/or a non-profit organization.
- Ability to work irregular and extended work hours, including evening and weekend hours required for theatre events and activities.
- Ability to gather, analyze and review financial data, develop budgets, and prepare comprehensive and accurate reports.
- Skill in utilizing computer systems and related software packages.

- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in building and maintaining effective working relationships with subordinates, peers, elected officials, the media, professional contacts, and the general public.
- Ability to effectively supervise subordinate personnel.
- Ability to research, prepare, present, and implement multifaceted programs, studies, and projects effectively.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- General good health. Must possess mobility to work in a standard office setting and use standard office equipment with ability to stand and sit for long hours; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the phone.
- Ability to climb stairs to perform essential functions, as needed.
- Ability to reach above shoulder heights or below the waist to file documents and/or store/setup materials throughout the workday and to lift up to 25 pounds (occasionally up to 50 pounds). Physical demands must be met with reasonable accommodations to successfully perform all essential functions, not limited to those listed, without imposing significant risk or harm to the health or safety of the employee or others