



POSITION ANNOUNCEMENT MANAGING DIRECTOR, JUNGLE THEATER

ABOUT THE JUNGLE THEATER

A CAREER OPPORTUNITY FOR A COLLABORATIVE LEADER

The Managing Director's position is right for the person who will find fulfillment in an organization where they can:

- Promote and be part of a work environment where participation of artists, staff, board, and community volunteers is encouraged.
- Be a strategic partner with an Artistic Director who is viewed as a visionary leader.
- Have an opportunity to envision and oversee change in this time of post-Covid transition for the performing arts.
- Be a part of an organization that has regional and national impact. What happens at the Jungle has a ripple effect far beyond the local community.

THE MANAGING DIRECTOR'S RESPONSIBILITIES

The Managing Director co-leads the Jungle Theater, reporting to the Board of Directors and working in partnership with the Artistic Director. The Managing Director is responsible for administrative and fiscal leadership of the theater and oversees the following:

- **Finance and Administration:** Leads financial planning and oversees human resources to support the artistic vision within a balanced budget.
- **Fundraising and Development:** Works closely and collaboratively with the Development Director on designing and executing fundraising from individual, corporate, foundation, and government sources.
- **Marketing and Audience Services:** Oversees the work of the marketing function, working collaboratively to increase earned income from sales, rentals, concessions, and other sources.
- **Artistic Support:** Works with the artistic staff to establish and work within budgets, negotiates agreements, serves as primary contact with unions, and secures performance rights for plays.
- **Board Relations:** Helps develop meeting agendas and supports board and committee activities; supports board recruiting, election, and orientation.
- **Facilities:** Working with the Production Manager, ensures equipment is in working order. Oversees maintenance and upkeep of the theater building. Represents the Jungle to the City of Minneapolis with all licensing and compliance issues.

KNOWLEDGE, SKILLS AND ABILITIES

The Managing Director must have an unwavering commitment to the Jungle Theater's mission, which is: *creation of courageous resonant theater that challenges, entertains, and sparks expansive conversation.*

Other specific qualifications for the job include the following:

- ▣ **Fundraising:** Track-record of effective and strategic fundraising in a nonprofit organization.
- ▣ **Finance:** Strong comprehension of financial strategy and accounting principles, combined with demonstrated leadership in working collaboratively with staff and board to plan and manage budgets. Ability to reconcile the creative spirit with financial constraints.
- ▣ **Management:** Track record of effective supervision of administrative staff.
- ▣ **External Relations:** Understanding of and experience with achieving earned income goals and raising awareness of the organization through media and community relations.
- ▣ **Communications:** Excellent written and verbal communication skills that demonstrate an ability to inspire and motivate others to action.
- ▣ **Organizational & Interpersonal Skills:** Strong organizational and interpersonal skills and the ability to work in a fast-paced, ever-changing environment.
- ▣ **Equity/Diversity/Inclusion:** A commitment to social justice and a demonstrable record of success in creating and maintaining a positive, supportive work environment that enables all to do their best work.
- ▣ **Professional Courage:** Ability to have courageous conversations and make tough decisions, identify creative solutions to challenges, and be comfortable with uncertainty and risk.

COMPENSATION, SALARY AND BENEFITS

The salary range for the position is \$80,000 to \$85,000. The salary is commensurate with qualifications and experience. There is a competitive benefits package.

TO APPLY

To apply, interested candidates should send BOTH a letter of introduction and a resume to:
<https://app.smartsheet.com/b/form/9764c88080c54a10b9677ceb1cc1fa73>

The organization will begin reviewing applications no later than September 1, 2023.

To learn more: <https://www.jungletheater.org>