

### **Overview:**

Chambersburg Community Theatre (CCT) is currently seeking a Managing Director to join the CCT family in September 2017.

### **Job Overview:**

Reporting to the CCT Board, the Managing Director manages the day-to-day office operations; maintain the organization's paper and electronic files; prepare monthly and annual business reports; attend monthly evening board meetings; and provides administrative support to CCT Board members, committee chairpersons, and event directors.

### **Duties and Responsibilities:**

#### OFFICE MANAGEMENT

- Provide customer service in person, by telephone, mail/email during regularly scheduled office hours (20 hours, M-F).
- Prepare official correspondence for Board approval.
- Order office supplies and maintain office equipment within operating budget limits.
- Schedule and maintain office use calendar.
- Coordinate office cleaning/maintenance with CCT volunteer and Capitol Theatre staff.

#### BUSINESS MANAGEMENT

- Maintain accounts payable and receivable.
- Maintain business paper and electronic files.
- Assist with CCT website updates as directed by CCT webmaster.
- Balance monthly bank account statements.
- Process quarterly and annual tax records as requested by Board Treasurer.
- Prepare monthly statements for Board Meetings.

#### PRODUCTION

- Coordinate printing of season program layout with Publicity committee.
- Prepare/print event program inserts.
- Prepare nametags for volunteer lobby staff and Lobby Liaison.
- Ensure set up of lobby promotional table for each program and/or event.
- Provide administrative support to show/event Director as needed.
- Process show expense receipts and prepare vendor checks as requested.
- Verify box office receipts with the performance venue
- Prepare show/event report showing gain/loss.
- Coordinate event/rehearsal space with performance venue and production Director.

#### FUNDRAISING

- Facilitate CCT patron drive to include record keeping, billing, and bulk mailings.
- Provide administrative support to the Fundraising committee.
- Develop and implement an annual fundraising campaign to acquire critically needed funds to supplement operation and production budgets.
- Plan and hold various yearly fundraising events.
- Research and prepare applications for Federal, State, Local Government, and Private Philanthropic grant programs. Prepare grant applications, timely submit them for consideration, and follow up until the grant is awarded

#### PUBLICITY

- Develop promotional ideas with Directors and Publicity Committee, including signs and window displays, for each event.
- Create event signs and window displays in conjunction with Director and the Publicity committee.
- Liaise with printers and local businesses to complete event publicity plan.

- Attend community art and organization meetings as directed by the board.
- Network in and market to the business community to build relationships and contacts that will aid in acquiring Playbill ads, show sponsorships, season sponsors, etc.

#### MEMBERSHIP

- Maintain membership and patron databases, including master mailing lists and labels.
- Process membership applications and renewals.
- Correspond with the membership as needed.
- Provide administrative support to the membership committee as needed.
- Prepare, edit and distribute the *Foot Lighter* on a quarterly basis.
- Build the CCT brand by marketing CCT in the Four State Region by speaking, presenting, and/or staffing a booth at community group meetings, community festivals, retirement communities, professional group meetings, and appearing as a guest on radio shows, writing columns in various media outlets. Etc.

#### REPORT TO THE BOARD OF DIRECTORS

- Communicate with CCT officers as needed to maintain office operations.
- Attend evening monthly board meetings as administrative support to include preparation and distribution of meeting materials.
- Serve as ex-officio on Board committees as directed.

#### STAGE CAMP

- Serve as camp administrator and primary parent contact.
- Process registrations.
- Manage camp budget.
- Arrange for publicity to include designs for posters, t-shirts, etc.
- Create/print show programs.

#### **Qualifications:**

- Excellent attention to detail.
- Proven organizational skills.
- Excellent verbal and written communication skills.
- Excellent customer service skills.
- Working knowledge of Windows PC software.
- Typing/keyboarding speed of 50 WPM (error free).
- Two years of experience a Theatre or other arts organization, or, two years Theatre Arts education preferred.
- Ability to obtain Child Certification within 30 days of hire.

#### **Working conditions:**

Scheduled hours include day and evening hours. Board meetings are typically scheduled the first Monday of each month from 6:30-8:00 PM. Temperature controlled workspace with desk cubicle within larger, well-lit storefront with street entrance, storage closet, and kitchenette. Restroom is not ensuite, but is within 50 feet.

#### **Physical requirements:**

Applicant must be able to lift 25 pounds; use handcart to accept supply delivery; work at a computer station 50% of scheduled work time; and be able to climb stairs.

#### **Direct reports:**

This position has no routine direct reports. However, there is heavy interaction/liaison with office space landlord (The Capitol Theatre), patrons, vendors, and CCT's all-volunteer membership and event directors.

Apply via [chambersburgcommunitytheatre@gmail.com](mailto:chambersburgcommunitytheatre@gmail.com)