



M E N D O C I N O
theatre company

EST. 1976

PRODUCING DIRECTOR JOB ANNOUNCEMENT

Mendocino Theatre Company seeks an individual to lead this well-respected 45-year-old 60-seat non-profit community theatre located in the heart of Northern California's favorite coastal destination. The **Producing Director** will oversee the administrative, production, front of house (house mgmt. and box office), marketing/PR, facilities, and all other operational functions of the company. This is a three-quarter time exempt position and reports to the Board of Directors.

For more details, please go to the MTC website (www.mendocinotheatre.org).

If interested, please submit resume and cover letter via email to "Producing Director Search" at board@mendocinotheatre.org. Cover letter should include why you want to be Producing Director of MTC and how your skills apply to the responsibilities and make you the ideal candidate as described in the Producing Director job description on the website. Deadline to apply is April 30, 2022. No calls please. MTC is an equal opportunity employer.

PRODUCING DIRECTOR JOB DESCRIPTION

The Producing Director (PD) will be the executive head of Mendocino Theatre Company effective July 1, 2022. The PD will provide leadership to the administrative, production, front of house (house mgmt. and box office), marketing/PR, facilities, and all other operational functions of the company. The PD will report to the Board. The position will be a three-quarter time exempt employee, paid an annual salary of \$43k and receive 10 days of personal time off (PTO) and reasonable sick time.

The Producing Director will be responsible for, but not limited to, the following:

- Represent the theatre... to subscribers, donors, staff, artistic collaborators, press, corporate sponsors, and in other community related settings.
- Oversee the implementation of the theatre's Mission, Values and Goals, in collaboration with the Board and the Artistic Team. Ensure that the work done is always with these in mind.
- Produce the shows. This includes engaging/securing staffs, scheduling, budget tracking and approvals, creating and implementing marketing plans in support of the

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- shows, and overseeing front of house operations, production and other staff. Ensure MTC standards of quality and practices, as needed, to ensure successful productions.
- Oversee the execution of the company website, in collaboration with the web designer. Ensure that it is attractive, informative, and always kept up to date.
 - Manage theatre staff: Box Office Mgr, Operations Mgr, Technical Director and Admin Asst. Execute payroll. Conduct annual performance reviews.
 - Develop budgets and retain primary responsibility for performance on the budget. This includes tracking and reporting. Develop seasonal budgets, in collaboration with the Artistic Team and the Board.
 - Develop and implement marketing plans – institutional, seasonal, and for individual shows. Cultivate marketing and press strategies and opportunities.
 - Take the lead on finding grants and writing them.
 - Oversee and participate in the operational side of fundraising events, in collaboration with the Board.
 - Manage MTC rental facilities, keeping them in good and safe operating order. Negotiate lease agreements, in collaboration with the Board. Ensure that facilities continue to serve the theatre's operational needs.
 - Help build the future of the theatre, ensuring that it grows and prospers for its next 45 years and that new human resources are engaged and trained to keep the theatre moving towards that end.

The ideal candidate will:

- Have a passion for theatre.
- Have a business and staff management background, preferably in theatre.
- Work well in a highly collaborative and deadline-oriented business. They will recognize when flexibility is needed and be able to focus simultaneously on macro and micro projects.
- Understand basic accounting, budget development, and the importance of performing on a budget.
- Be well versed in Excel, Word, Acrobat, and Outlook (or other email and calendaring platform).
- Be familiar with the process of creating theatre in a collaborative and volunteer environment.
- Be comfortable engaging with local community leaders, folks in the arts, donors, businesspeople, subscribers, and artists.
- Be able to start full time on July 1, 2022, and be available part-time for training and overlap with outgoing Executive Director in June (all subject to negotiation).

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