



SHAKESPEARE FESTIVAL ST. LOUIS

TITLE OF POSITION: General Manager

OVERVIEW

Shakespeare Festival St. Louis is entering its 19th season and has quickly become one of the cultural gems of the bi-state region. Its summer Shakespeare productions play to thousands of residents and visitors every night, offering world-class artistry and an unmatched sense of community in one of America's great urban parks. Its innovative Shakespeare in the Streets program builds bridges all across the St. Louis metro area by empowering local residents to tell and own the unique stories of their neighborhoods. And recently the organization has committed itself to developing and nurturing new work in an effort to elevate Midwestern voices in the national cultural conversation.

OPPORTUNITY

Tom Ridgely was appointed Executive Producer of the Festival in May 2018. An acclaimed director, producer and educator he comes to St. Louis after over 15 years leading the innovative ensemble-based company Waterwell in New York City. As he works to shape a vision and plan for the next chapter in the life of the Festival, it's clear that the organization will benefit greatly from the addition of a highly skilled and personable General Manager who will play a crucial role in developing and executing that strategy.

This exciting moment of leadership transition will both support and be supported by streamlining and consolidating the Festival's financial and administrative operations. Supporting the Executive Producer in bolstering and invigorating the organization's human and capital resources, the General Manager will be a key part of expanding and elevating the deeply connective, life-affirming and innovative experiences that the Festival offers to St. Louis and its entire surrounding region.

POSITION

The General Manager will serve as a key member of the Festival's senior staff and oversee its day-to-day and long-range business operations. Building on established best practices and innovating boldly within the unique context of the Festival, the General Manager will enhance and coordinate internal financial systems; cultivate a workplace culture of support, inclusion and empowerment; and collaborate with the Executive Producer on realizing truly transformative plans for the Festival and St. Louis.

RESPONSIBILITIES

Finance

- Create and maintain effective systems for managing cash flow, payroll and accounting.
- Serve as a staff representative on the Festival's Finance Committee, preparing and presenting clear and informative reports on current and future positions for internal and external constituents.
- Build and nurture strong relationships with outside vendors and contractors.
- Take the lead on budgeting, working with the Executive Producer to set annual fiscal targets.
- Oversee the annual audit in conjunction with the Executive Producer, Finance Committee and outside accounting firm.

Administration

- Refine and clarify internal operating procedures and support/guide Festival staff in their implementation.
- Manage information technology needs, coordinating installation, maintenance and repair of computers, telephones, software and backend systems.
- Develop systems for budgetary control over physical production processes
- Oversee front of house staff and Festival volunteers.
- Collaborate with Executive Producer on developing and executing long-term strategic goals of the organization.

Human Resources

- Negotiate and execute all contracts and agreements with Festival staff, artists, contractors and unions.
- Streamline Festival policies and take the lead on employee/guest welcoming and orientation.
- Administer all payroll and employee benefit programs.
- Cultivate an organizational culture that is both ambitious and rigorous while also remaining playful and supportive.
- Make recommendations for improving staff structures, offices and other work spaces.

QUALIFICATIONS

We are actively seeking a diverse applicant pool. The ideal candidate will have the following:

- Training in nonprofit administration or theater management.
- Experience working at cultural or mission-driven organizations.
- A dexterity with budgets, banking and accounting.
- A collaborative approach to problem solving.
- A passion for the theater and familiarity with its production.

As well as:

- A positive and optimistic outlook.
- A desire to nurture and bring out the best in those around them.
- A brisk internal tempo and bias toward action coupled with a genuine and generous patience.
- A growth mindset, candid self-assessment and resilient constitution.
- A deep love for St. Louis, its many neighborhoods and surrounding regions.

COMPENSATION

The salary and benefits package will be highly competitive with other nonprofit organizations of similar stature and size.

PROCEDURE

Please send a PDF of cover letter and resume to gmsearch@sfstl.com by December 7. Target start date: January 2, 2019.