

**142 Throckmorton Theatre
Interim Managing Director
Job Posting
June 23, 2010**

—Mission—

***To Enrich, Educate, Entertain and Unite our Community
Through the Transformative Power of the Arts***

142 Throckmorton Theatre (142) is a growing nonprofit performing arts theatre dedicated to providing affordable, high-quality live performing arts and educational programming. From international superstars to aspiring local talent, 142 offers a diverse array of music, dance, comedy, film, lectures, drama and more. 142's youth division, Marin Youth Performers, stages large-scale musical theatre productions and provides professional quality music and theatre arts instruction and camps for young people from throughout the Bay Area. 142's programming attracts 50,000 people each year to our historic, intimate and beautifully renovated theatre in the heart of downtown Mill Valley.

**—Interim Managing Director—
Job Description**

Experienced executive sought to spearhead organizational expansion and improvements at 142 Throckmorton Theatre, Mill Valley's premium performing arts and educational venue. The Interim Managing Director (IMD) will act as joint Chief Executive with the Artistic Director under the supervision and within the context of policies defined by the Board of Directors.

Reports To: Board of Directors in collaboration with Artistic Director

Employment Status: Part time, on-site salaried position

Directly Oversees: Program & Facilities Manager and all anticipated new hires (Development Director, Marketing Manager and Office/Finance Assistant).

Interim Managing Director's Key Responsibilities

- Develop and implement effective organizational structures, roles and goals.
- Recruit and hire qualified marketing, development and administrative staff.
- Facilitate the effective integration of new hires.
- Initiate comprehensive employee, program and facility evaluation protocols and procedures.
- Ensure compliance with legal requirements and Board directives.
- Oversee revenue generation, marketing and development plans to ensure adherence to approved budget.
- In collaboration with Artistic Director, establish clearly defined leadership roles and responsibilities to pave the way to an effective partnership between the Artistic Director and permanent Managing Director.
- Assist in the recruitment and hiring of a permanent Managing Director.
- Work closely with the Board, attend monthly Board meeting and collaborate with the Board on strategic issues.

Artistic Director's Key Responsibilities

The Artistic Director is responsible for conceiving, developing, and implementing the artistic vision and focus of the organization, and for major decisions about the ongoing development of the aesthetic values and activities. In the interim period, the Artistic Director is responsible for the day-to-day operation of the theatre, subject to the structures, policies and procedures instituted by the Interim Managing Director.

Reports to: Board of Directors on all artistic activity

Employee Status: Full time, on-site salaried position.

Directly Oversees: All artistic personnel including directors, performers, designers, and stage managers; all technical personnel, including sound and lighting; and all hourly house staff, including box office, concessions, maintenance and repair.

—Candidate Qualifications—

The successful candidate will be an experienced and capable senior manager who is willing and able to work in a cooperative leadership culture

Experience:

- Senior level business, nonprofit and/or arts management
- Proven track record in financial planning and management
- Leadership within an accountable framework
- Development and implementation of strategies
- Marketing, development and communications

Training

- Minimum four year university degree, preferably with a concentration in Business Management, Theatre Management & Development, or other similar discipline

Skills

- Strong organizational and administrative skills
- Excellent verbal and written communication and interpersonal skills
- Ability to lead, manage, motivate, inspire, and collaborate with theatre team
- Financial planning and management
- Ability to work efficiently and manage and prioritize conflicting work demands
- Self-sufficient with general office administration and computer skills

Additional Desirable Skills and Experience

- Arts management training and experience
- Nonprofit leadership experience including Board relations and civic engagement
- A working knowledge of artistic production including intellectual property rights and contracts
- Familiarity with, and civic ties to, Marin County and the greater Bay Area

—Application Process—

Please submit a cover letter specifying how your experience relates to the Interim Managing Director role with 142 Throckmorton Theatre and indicating your salary expectations. Please include your cover letter within the body of your email and attach your current CV/Resume as a PDF.

Please send your application or inquiries by email to:

Tammy Edmonson
Board President
Edmonson@pacbell.net

Applications must be received by: July 23, 2010

No phone calls please.