



Managing Director

Passionate about theatre? Looking to help strengthen community theatre in the Champaign-Urbana area? Our ideal candidate would bring a strong background in office administration as well as experience with volunteer management, fundraising, box office experience, event planning history, working in tandem with a board of directors, and a love of the arts in general.

The Champaign-Urbana Theatre, formed in 1991, currently produces a straight play black box theatre production in the early spring; an all-area student production in June; a community production musical performed at the historic Virginia Theatre in August; and a Penguin Project production each fall. Our Murder Mystery Troupe performs throughout the area all year long and our Dickensian Carolers sing throughout the holiday season. For more information about our theatre company, see <https://www.cutheatreco.org/>

Job Description

- Conduct basic administrative communications & bookkeeping involved in the daily operations of the company as well as manage office facilities.
- Build and maintain strong professional relationships with business leaders and the funding community including key donors, foundations, public funders, and companies.
- Raise funds through Annual Gala, grant writing, annual appeal, show sponsorships, events, and fundraising drives, in partnership with Board and company members.
- Expand audiences by formulating and implementing comprehensive marketing, public relations, and social media campaigns and increase revenue from single ticket sales, group sales, subscription sales, concessions, and other revenue possibilities.

- Oversee box office staff and utilize the patron database management software to its full capacity.
- Maintain transparent and frequent communication with the Chair of the Board, the Board of Directors, the Artistic Director, production staff, organizational partners, and artists.
- Partner with the Board of Directors to establish a sustainable strategy, and assess facility needs for administration, rehearsals, education programs, storage, set construction, and performances, delegating duties as necessary.

Other key competencies include:

- **Personal Accountability and Time and Priority Management** – The capacity to be answerable for personal actions while prioritizing and completing tasks to deliver desired outcomes within allotted time frames.
- **Project Management, Planning, and Organizing** – The ability to identify and oversee all resources, tasks, systems, and people to obtain results while establishing courses of action that ensure work is completed effectively.
- **Self-Starting** – The facility to demonstrate initiative and willingness to begin working.
- **Communication and Interpersonal Skills** – The capability to handle difficult or sensitive issues while effectively communicating, building rapport, and relating well to colleagues, artists, artist families, patrons, and donors.

Qualifications

Minimum of Bachelor's degree in related field or equivalent work experience as well as direct theatre experience preferred but not required.

Part-time position of 25 hours per week at \$18 per hour.

Please send your resume and cover letter to manager@cutheatreco.org