

The Community House

Position Agreement

"Agreement to fulfill the accountabilities of the job"

Job title: General Manager

Reports to: Artistic Director

**Type of position:
Part-time**

Hours: 20-30 per week

Results to be achieved by this position:

Your high level of performance is critical to the smooth and successful operation of The Community House and Stage 284. Our commitment is to consistently provide high quality arts and enrichment opportunities for the residents of Hamilton, Wenham, and the greater North Shore. You are a key team player and support the delivery of results. You enable the Executive Director to efficiently and effectively support the community, drive revenue, and exceed our constituents' expectations.

Standards for this position:

1. In the absence of the Exec. Director & Artistic Director S284 runs smoothly and efficiently
2. Greet every employee, actor, volunteer, and visitor enthusiastically and with respect
3. Professional presentation and appearance
4. Keep in confidence all business and client information (written and verbal)
5. Consistent positive feedback from coworkers and constituents
6. Being on time and having excellent attendance
7. Attends and participates in staff meetings
8. Facilitates production team and S284 committee meetings
9. Maintains the program standards
10. Ensure all rehearsals, activities, and events are executed smoothly and efficiently
11. Consistently meets or exceeds the expectations of program participants
12. Meets or exceeds budget expectations
13. Coordinates education programs
14. Acts as the lead representative to Stage 284

Work requirements for this position:

Management

- Act as the Manager on Duty in the absence of the Executive Director & Artistic Director
- Delegates responsibility to support staff and committee members
- Facilitates auditions with Resident Stage Manager (or in place of SM if unavailable)
- Ensures that all rehearsals and performances are executed smoothly in the absence of Resident Stage Manager
- Works with the Artistic Director interviewing paid and volunteer personnel
- Completes all hire paperwork for all Stage 284 personnel

Financial responsibilities

- Responsible for the maintenance of the annual program budget
- Completes show close out paperwork with the Bookkeeper. Forwards final to E.D. and A.D.

Producer responsibilities

- Facilitates auditions and assists casting with
- Oversees the schedule of auditions, rehearsals, and performances
- Works collaboratively with the Marketing Manager & Artistic Director to ensure the show is well advertised and marketed
- Ensures all building guidelines are respected including building codes (All Staff)

Development

- Sells program ads and meets goals set with Artistic Director & Executive Director
- Works in collaboration with the CH Director of Development & Artistic Director to cultivate donor relationships, secure sponsorships, S284 fundraising events, and grant applications

Program Development

- Promotes Stage 284 in the community by representing S284 at special events and engagements
- Protects relationships with other renters by paying special attention to how S284 impacts their business and makes accommodations (All Staff)
- Provides support for teachers and education program

Other/special requirements for this position:

1. Must work flexible schedule (nights and weekends required)
2. Consistently positive attitude
3. Take direction
4. Self-starter
5. Great people skills
6. Open minded and optimistic
7. Innovate- Suggest ways to make things better/more efficient

Reviewed and agreed to by (employee):

Name:

Date: