



## Managing Director of Stage 284

*The Community House seeks letters of interest and resumes for outgoing and innovative candidates interested in the position of Managing Director of Stage 284 - our resident community theater program. This is a part-time position, up to 30 hours per week, with a flexible schedule and opportunities to grow.*



### About The Community House

For over 100 years, The Community House (TCH) has promoted the arts, enrichment, and unity in Hamilton, Wenham and the greater North Shore. TCH's mission is anchored by three flagship program areas: The Kids Community @ 284 (an after-school program), Stage 284 (a community theater program), and special community events (such as Community Block Party, Santa in the Park, free Sunday Concerts in Patton Park).

To learn more about all TCH programs and events, please visit our website: [www.communityhouse.org](http://www.communityhouse.org)

### About the Position

The Managing Director of Stage 284 (MD) serves as a member of the TCH administrative team and is the program's primary leader and point of contact for all program participants and their families. The MD is responsible for facilitating the operations of Stage 284, along with providing leadership and management of S284 program staff and volunteers. The Managing Director collaborates with the Artistic Director to help drive the vision of the program.

### Key Responsibilities:

Management and operations

- Acts as the Manager on Duty during rehearsals and performances
- Recruits, interviews and on-boards paid and volunteer personnel

- Provides leadership to and oversight of all program staff and volunteers.
- Responsible for administering and facilitating safety protocols for the program, including but not limited to, screening of team members, set build procedures, and building security.

#### Communications

- Participates in monthly administrative team meetings as well as any related subcommittees such as marketing to provide seamless operations and promotion of Stage 284
- Co-facilitates the monthly Stage 284 Advisory Committee
- Manages and maintains communications with program participants, families and staff

#### Financial responsibilities

- Collaborates with Artistic, Executive and Finance Directors on the annual program budget and close outs of each show

#### Production responsibilities

- Acts as production manager, managing the team and ensuring all aspects of the production are executed smoothly and in accordance with the standards and expectations set forth by TCH and S284.
- Oversees the schedule of auditions, rehearsals, and performances
- Manages the online ticketing program for Stage 284 performances

#### Development

- Works in collaboration with staff team to identify and cultivate relationships, secure sponsorships, support fundraising initiatives, and grant applications

#### Other

- Represents S284 at special events and engagements in the community
- Administers and provides supervision of S284 education program
- Supports TCH annual fundraising events and programs such as the Community Block Party

#### Key Qualifications

1. Strong interpersonal skills, including written and verbal communication skills
2. Consistent positive attitude, outgoing
3. An appreciation for community building
4. Self-starter, willing to accept feedback
5. Open minded and optimistic
6. Innovative- willing to make suggestions for improvements and efficiencies
7. Excellent skills in MS software (Word, Excel, Outlook), Google services (Google docs, forms)
8. Must be available to work evening and weekend hours



TCH is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

To apply, please submit resume and cover letter to:

Lindsay Konos, Office Manager

[lindsay@communityhouse.org](mailto:lindsay@communityhouse.org)

Questions? Contact Lindsay Konos at 978.468.4818 X10

Position will remain posted until filled