

**CHILDREN'S MUSICAL THEATER SAN JOSE
(CMTSJ)**

POSITION ANNOUNCEMENT

Contact: Christine Burroughs, Board Vice President & Chair, Search Comm.

Position Title: MANAGING DIRECTOR

Location: San Jose, California

Reports to: Board of Directors

The Agency

Founded in 1968, CMTSJ is dedicated to using musical theater to educate and mentor the youth of today to create the artists, audiences and leaders of tomorrow. CMTSJ is now the largest theatrical performing and training organization of its kind in the nation – serving over 10,000 students and performers annually. The company is especially proud of its recent string of honors including: an unprecedented five consecutive National Endowment for the Arts grants, being the first non-Equity theater company in the nation (among all non-professional theaters, youth and adult) chosen to produce *Miss Saigon* and Elton John's & Tim Rice's *Aida*, gaining exclusive rights to produce the West Coast Premier of Radio City Entertainment's musical, *A Christmas Carol* and receiving ongoing support and recognition from luminaries such as the Leonard Bernstein family, Hal Prince, Des McAnuff and Disney Theatrical Productions.

For 40 years, our guiding principles have included casting all youth (ages 4–20) who audition; applying high professional standards in all areas of production; and providing a positive environment in which youth can develop teamwork, communication skills, and self-esteem. Additionally, CMTSJ recognizes and values the diversity of racial, ethnic, social and economic backgrounds in our audiences and performers.

The Opportunity

With an annual operating budget of over \$2 million, CMTSJ is challenged to continue to achieve excellence and high customer satisfaction within budget. The opportunity exists to keep ticket prices affordable for families, while conducting more outreach to schools and developing more private revenue support through the cultivation of major donors. While building our external support, we must also strengthen our infrastructure to help sustain the success of the organization and lead us into the next level of our development.

The Managing Director has a dual-leadership role, working in concert with the Artistic Director, Kevin Hauge, to ensure the quality of productions and programs, the efficient use of staff and volunteer resources and the implementation of long-term strategies developed in conjunction with the board of directors. In this leadership capacity, considerable effort should be expended toward directing and supporting the Parents' Auxiliary group which provides considerable in-kind support to the agency.

Key Responsibilities

Organizational leadership/development: Maintaining a balance between administration and programs; recruitment, training and motivating staff; alignment and cultivation of human resources with special attention to volunteer development; refinement of culture (more results driven) and development of systems and procedures for continuity and accountability; maintaining a strong sense of teamwork, collaboration and innovation to drive unified action; partnering with Board and Artistic Director in setting the vision and planning overall product development.

Financial & fiscal sustainability: Sound management and monitoring of agency resources through regular budget/cash flow projection updates; adherence to HR/Finance/Operations policies and procedures; compliance with applicable laws, regulatory authorities, contractual obligations and grant requirements

Governance: Fiduciary duties including compliance with legal/ethical standards, serving as liaison between Board, Audit Committee, independent auditor and financial staff to ensure production of timely financial statements; awareness of laws and changes that impact agency business

Board Development: Recruitment and cultivation of Board members; assistance in helping board set direction, raise funds and provide fiscal oversight; communication of information and trends to facilitate Board decisions for strategic/operating plans, annual budget and new ventures

Fund Development/Community & Government Relations: High visibility in external representation, personal cultivation of and stewardship for key donors, coordinate development of fundraising plans with the Board and Development Director including oversight of procurement/administration of government and private grants; relationship building with governmental entities; spearheading of capital campaigns, directing marketing/media activities (in conjunction with Artistic Director) as well as box office management.

Facilities & equipment management: Oversight of facility maintenance and leasehold requirements to ensure safety and compliance; negotiating contracts for adequate rehearsal/warehouse space including seasonal offsite requirements; provide leadership for future capital campaign for new facilities.

The Ideal Candidate

Proven leadership capabilities: Senior management experience where seasoned judgment, strategic planning and execution, and a respected, approachable management style have led to success; strong visionary who can translate vision to staff, board and volunteers.

Exceptionally strong communication skills: Comfortable in a highly visible role as a spokesperson for agency including the public and stakeholders such as student families, government agencies, corporations, media outlets, patrons and donors; effective in articulating vision and strategy; exudes passion and diplomacy.

Demonstrated revenue generation track record: Demonstrated capability to raise funds including maintaining major donor relationships, expanding existing donor base, cultivating new sources and establishing other revenue streams.

Proactive collaboration in decision-making: Openness to diverse points of view with the ability to delegate after setting clear direction; ability to be hands on when deemed appropriate in order to achieve needed results, meet deadlines and ensure safety.

Strong conceptual and analytical skills: Ability to analyze and discern the viability of new projects and systems.

Financial acumen: Ability to understand and interpret financial data to ensure fiscal sustainability and budgetary compliance.

Commitment to leading an arts/theatre/youth organization: A strong passion and appreciation for musical theater and development of youth/family interaction.

A Bachelor's or Master's Degree Preferred and/or Senior Management/HR experience leading a multi-faceted organization with public/private constituents; non-profit experience helpful.

Compensation

Competitive compensation & benefits will be offered to the selected candidate.

Resumes and Inquiries

Resumes and related support materials can be mailed or emailed as follows:

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