

# TWO RIVER THEATER

## **General Manager**

### *Job Description*

The General Manager reports to and works directly with the Managing Director to oversee and support the general operations of the Theater. The General Manager's responsibilities include acting as a collaborator on the producing team, negotiating and preparing contracts for all production personnel, production budgeting, acting as a liaison for all artist unions and the League of Resident Theaters (LORT). The General Manager is a member of Two River Theater's senior management team and works closely with Finance and Operations as well all department heads to help guide the organization resulting in growth and stability.

### **About Two River Theater**

Over the last 24 years, Two River Theater has been committed to creating great American theater by developing and producing work by some of the country's leading artists. We are proud to be viewed as a vital cultural resource in the community of Red Bank, New Jersey. Through 10 theatrical productions each year (including world premieres, musicals, classics and theater for young audiences) and 50+ annual events happening around Monmouth County, we work hard to produce exceptional theater and cultivate engaged audiences. Two River celebrates and honors our core values of Artistic Excellence; Education and Community Engagement; Equity, Diversity, and Inclusion; and Operational Excellence. Anyone who joins our team quickly becomes part of putting all of our initiatives into action day in and day out. Two River Theater is under the leadership of Artistic Director John Dias and Managing Director Michael Hurst.

**Two River Theater is dedicated to the goal of building an equitable and culturally diverse work environment and strongly encourages applications from members of underrepresented groups.**

### **Key Responsibilities:**

- Perform a key role in the production process in collaboration with the producing team.
- Negotiate and create appropriate contracts to engage all production personnel including, but not limited to, authors, actors, directors and designers.
- Manage relationships with artist unions, including AEA, USA, SDC and other appropriate associations.
- Act as liaison for the League of Resident Theaters (LORT).
- Work closely with the Director of Production and Artistic Director to prepare and supervise annual production budgets.
- Work closely with the Artistic and Production departments in coordinating certain production-related activities, including artist care.
- Work with the Managing Director and Director of Finance to develop and implement TRT's financial strategy including, but not limited to, annual budgeting and capital planning.
- Work with the Director of Finance to assist in the day to day management and operations of the Theater's finances, IT and Human Resources.
- Work closely with the Director of Operations and Managing Director to oversee theater facility operations.
- Work closely with Marketing Department on production related material content and sales strategies

- Work closely with the Director of Marketing to oversee Box office and Front of House Activities.
- Oversee and direct the activities of the TRT Safety & Emergency Preparedness Committee in partnership with Director of Operations and Front of House Manager.
- Work closely with Executive Leadership and Senior Staff on the development and maintenance of an institutional Strategic Plan and Strategic Action Plan.
- Support the development of TRT's Equity, Diversity and Inclusion initiatives as they relate to organizational priorities.
- Provide leadership and logistical support for special projects as needed.

**Qualifications:**

- Prior experience in general management and/or finance at similarly sized institutions.
- Management experience at a LORT theater and familiarity with all LORT collective bargaining agreements preferred.
- Bachelor Degree required, preferably in Arts Administration/Theatre Management.
- Should exhibit a high degree of organization, attention to details and ability to multitask
- Possess exceptional oral and written communication skills.

**Compensation:** Salary is commensurate with experience. Benefits package includes medical and vision insurance, flexible spending accounts, paid vacation, personal time and a 403 (b) retirement plan.

**To Apply:** Candidates should submit a cover letter (include where you saw this job posting), a detailed resume and a list of 3+ references to Michael Hurst, Managing Director at [mhurst@trtc.org](mailto:mhurst@trtc.org). No phone calls please.

**Subject line should read:** General Manager Position

**Application Deadline:** August 7, 2017