



MANAGING DIRECTOR
First Stage
Milwaukee, WI

Organization Description: First Stage is one of the largest professional children's theater companies in the United States and the second largest theater company in Milwaukee. First Stage also operates the nation's largest theater arts education program for young people. First Stage is a member of the American Alliance for Theatre and Education, the Wisconsin Alliance for Arts Education and TYA/USA, the international association of theater for children and young people, as well as Milwaukee Arts Partners and Theatre Wisconsin. First Stage is a Cornerstone Member of the United Performing Arts Fund. The company is the recipient of the Marcus Center for the Performing Arts' 2002 Bravo Award for outstanding achievement in the performing arts.

Position Description: The Managing Director works with the Artistic Director to guide the organization to achieve its mission and vision in a sustainable manner. The Managing Director will bear the primary responsibility for the fiscal health of the company's three pillars (Children's Theater, Theater Academy, Theater in Education). The Managing Director also plays an integral role in fundraising. He or she will direct the company's personnel function and manage First Stage's relationship with the Marcus Center for the Performing Arts and the Milwaukee Youth Arts Center.

Managing Director Duties:

- Upholds and fosters throughout the company First Stage's positive collaborative culture and core values
- Builds and manages a Leadership Team, including hiring, managing, and evaluating department heads
- Oversees at the staff level the implementation of the Company's strategic plan and will establish new future initiatives
- Works with the Marketing and PR Director to enhance the organizational brand and to generate increased revenue
- Works with the Development Director in the identification, cultivation, solicitation, and stewardship of First Stage donors and prospects for annual, reserve, endowment, and special project fundraising
- Primarily responsible for working with the Controller on the annual budget and for maintaining fiscal responsibility

- With the Artistic Director, establishes, maintains, and advances key strategic partnerships and community relations
- Directs and oversees the accounting, box office, development, marketing, and theater management departments/functions of the company
- Directs personnel management, oversees human resources, negotiates salaries, and bears primary responsibility for negotiating all union collective bargaining agreements
- Manages First Stage's relationship and contracts with the Marcus Center for the Performing Arts and the Milwaukee Youth Arts Center, as well as managing national relationships
- Serves as the primary liaison to the Board of Directors

Skills, Knowledge and Abilities Required:

- Demonstrated leadership experience
- Substantial experience in fundraising and development
- Experience in organizational and brand marketing
- Management within a collaborative leadership model
- Ability to relate to a diverse group of constituents
- Financial management and oversight

Desirable Skills, Knowledge and Abilities:

- Experience working with theaters and theater management
- Understanding of and/or appreciation for youth theater
- Familiarity with the Milwaukee philanthropic community and/or the Milwaukee theater community
- Teaching and/or educational experience

Supervises:

- Controller
- Marketing & PR Director
- Development Director
- Business Systems Manager
- Founder Emeritus

Reports To:

- Board of Directors

How to Apply: Send your resume and cover letter to firststagemdsearch@gmail.com no later than Monday, November 28. Candidates who are chosen to continue in the search process will receive an application to complete. This search is being conducted by Fund Development Corporation. Please direct any questions to Elizabeth Meyer at firststagemdsearch@gmail.com or (414) 607-0731.