

**sandglass**  
THEATER



## **MANAGING DIRECTOR JOB DESCRIPTION**

Sandglass Theater (SGT) is dedicated to the arts of theater and puppetry as a means to explore contemporary issues, inspire dialogue, and spark wonder. We achieve this by creating original ensemble performance and collaborations, presenting diverse theater artists, producing events that serve our communities and teaching our art. We are committed to being a bridge in our local, national and international communities for artistic and social development. We inspire new generations of diverse artists and audiences to further embrace puppetry and theater as thriving art forms that seek truth and a broader perspective, generate compassion and celebrate the human spirit.

Sandglass Theater maintains our commitment to a number of core values, including:

- The belief that puppetry is a unique theater form that affirms the human spirit through images, metaphors and a sense of play.
- The importance of the ensemble process, the artistic exchange of ideas, collaboration as a means of developing and sustaining our field, the responsibility of creating and teaching theater, and a respect for the culture and traditions of our art form.
- Our value and respect for our audiences, and the processes of engaging them in civil dialogue, shared play and critical response. This includes physical, economic and social accessibility to all performances and events.
- Our high value on justice, diversity in race, ethnicity, gender, and disability. We strongly support the safety of those fleeing violence in other countries and here in our own.

Sandglass Theater produces two biannual events: Puppets in the Green Mountains international festival and Puppets in Paradise that draws thousands of attendees, and two annual events: Winter Sunshine Series for family audiences and Voices of Community. We tour our original productions nationally and internationally for up to 7 - 10 weeks per year and serve as host to touring puppetry ensembles at our home in Putney, Vermont.

Reporting to the Artistic Director(s), the **Sandglass Theater Managing Director (MD)** will be responsible for:

- Developing and implementing plans and priorities for fundraising, including full life cycle management (application through final reporting) for: federal, state, local and private grants.
- Working closely with Artistic Director and Members of the Board of Directors to expand and cultivate donor relations as well as planning and implementing fundraising initiatives such as our annual appeal
- Providing multi-year planning and financial management to the organization in partnership with the Board Treasurer, bookkeeper, and Office Administrator

- Developing and implementing marketing plans across all programming, managing all organizational branding and marketing content in collaboration with creative lead(s) and program producer(s)
- Collaborating with the Artistic Director on organizational and programming vision, missions and goals and aligning all aspects of operations with these commitments
- Increasing overall organizational systems and processes, monitoring and assessing staff capacity and needs, especially when artistic staff are on tour, away from the Putney headquarters
- Serving as staff supervisor, managing organizational activities and overseeing the preparedness/readiness plan and supporting the implementation of the strategic plan
- Assisting with board relations, providing the Board of Directors with a regular office report and attending all Board meetings.

The Managing Director of Sandglass Theater will possess practical knowledge and experience regarding the financial and technological aspects of supporting a performing arts venue. The MD must be comfortable being a public face of the organization, have excellent communication skills and be adept at networking and outreach. The MD will serve as the general manager for Sandglass Theater, working as a team with the Artistic Director, Creative Producer and Special Event Producers, and Administrator. The MD will act as chief administrator, as liaison with partners, funders, the SGT Board of Directors, and the broader community. The MD will work with staff, consultants and board to implement the Development Plan for the organization, including identifying, cultivating, soliciting and stewarding new and existing funder prospects and its integration with the organizational Strategic Plan.

The strongest applicants will share many of these key characteristics:

- Outstanding organizational management skills
- Experience in nonprofit fundraising, including grants management, campaign development, and major donor relations
- Experience in marketing events across multiple platforms and utilizing diverse media outlets to reach target audiences
- Strong understanding of budget development and monitoring
- Excellent written and verbal communication skills; strong interpersonal skills
- A strong capacity for creative problem solving
- A interest in theater arts and enabling artists to create work

The Sandglass Theater Managing Director position is a 30-hour/week exempt salaried position (\$30,000 per year) and paid holidays, sick days and personal days. The position will be based at the administrative offices in Putney, Vermont.

Please visit [sandglasstheater.org](http://sandglasstheater.org) to learn more about our organization.

Interested candidates may send a cover letter, resume and 2 references to [info@sandglasstheater.org](mailto:info@sandglasstheater.org)

Sandglass Theater is an equal opportunity employer.