



POSITION TITLE: General Manager (GM)

CLASSIFICATION: Year-round, Full-time, On-site, Salaried Exempt

REPORTS TO: Artistic Director and Director of Finance

LOCATION: The Thomas H. Kean Theatre Factory, 3 Vreeland Rd, Florham Park, NJ 07932

ABOUT THE THEATRE: The Shakespeare Theatre of New Jersey (STNJ) is one of the nation's oldest, most prestigious, professional, classic theatres, serving thousands of constituents annually through its work on its two stages, and through a large array of education programs.

MISSION: STNJ's mission is two-fold: to bring new, relevant life to the world's classics for a diverse audience; and to use those masterworks to provide transformative experiences on stage and in classrooms. As a teaching theatre, the company is dedicated to using the classics as interdisciplinary teaching tools for artist training and arts education.

POSITION SUMMARY: The General Manager (GM) is a key member of STNJ's senior staff and oversees the daily business affairs of the institution. The General Manager also works with the senior staff more long-range projects, fundraising, strategic planning, and other important initiatives. The GM works collaboratively with the Artistic Director and other senior staff members to fulfill the Theatre's mission with integrity, as well as to create forward-thinking modes of operation and action steps to achieve a sustainable future – one in which STNJ can continue to enhance its role as a leader in the North American classic theatre arena as a vital and vibrant major arts institution. The ideal candidate is a highly proficient administrator, a collaborative and creative problem-solver, an astute critical thinker, and a skilled supervisor.

JOB DESCRIPTION: The GM helps the Artistic Director provide positive leadership and motivation for the staff, as well as the company of artists and students. The GM, with the Artistic Director and other senior staff, will hire, provide feedback to, and evaluate and review the performance of key staff members. The GM, in consultation with the Artistic Director and other senior staff, oversees compensation and benefits packages for all staff and artists within the constraints of STNJ's resources, and manages the updating, reporting, renewals, and annual evaluation of pension and health plans. In pre-COVID times, the company included approximately 25 full-time, year-round employees, approximately 25 seasonal employees, and a full complement of guest artists and students of up to 300 each season. Currently, these numbers are lower, though they are building back to pre-COVID levels.

With the Director of Finance, and in consultation with the Board Finance Committee, staff, and the Artistic Director, the GM helps prepare the annual budget and monitors its accuracy throughout the season. Interacting with members of the senior staff, the GM helps to ensure that expenses remain within budget, that revenue goals are achieved, and that programming is properly planned for and supported.

The GM also works closely with the Facilities Manager to provide oversight for the maintenance of all the Theatre's facilities which include the F.M. Kirby Shakespeare Theatre in Madison, the Outdoor Stage in Florham Park, the Kean Theatre Factory in Florham Park, and three artist houses in Madison.

The GM oversees, and in many cases, executes the negotiation of all contracts and lease agreements. The Theatre currently operates under an independent LORT D agreement with AEA for its Main Stage and Outdoor Stage. The GM is also one of several principal liaisons with Drew University

(STNJ's Main Stage and summer housing landlord), and has frequent interaction with the University housing and conference department, public safety, and facilities.

The GM may also represent STNJ at meetings and in discussions with certain external organizations, including The New Jersey Theatre Alliance, ArtPride NJ, Morris Arts, the Shakespeare Theatre Association, and the New Jersey State Council on the Arts, as well as the town of Madison.

STNJ does not currently feature the position of Managing Director; the position of GM fulfills much of that function. As STNJ recovers from the long-term effects of the pandemic, it is our hope that an excellent GM will evolve into the position of Managing Director as we strengthen the depth and breadth of the management team. All of the responsibilities listed above contribute to the overall goal of providing solid guardianship and viable conditions for the art form and artists with whom we engage, and the many young people that we interact with in our efforts to further an appreciation of and appetite for classic theatre and the theatrical tradition.

QUALIFICATIONS AND SKILLS:

- College degree is required, and a graduate degree is a plus, particularly in arts management.
- Must have at least three years prior experience as a GM at an arts institution, preferably a theatre.
- Must have excellent writing skills.
- Must be an articulate and passionate representative of the Theatre and its mission.
- Must have a well-rounded level of experience with finance management, budgeting, fundraising, marketing, best practice HR policies, and production systems.
- Must be able to prioritize numerous responsibilities and provide composed leadership and guidance under stressful situations.
- Must be adept at handling difficult personnel and artist issues.
- Must be willing to work evenings and weekends for company events.
- Must be comfortable with public speaking and addressing large groups.

COMPENSATION: Compensation will be commensurate with a candidate's level of experience and skillset. The starting salary for this position is \$60,000 - \$70,000, depending upon a candidate's level of experience and skills. This position is overtime exempt. STNJ offers medical, dental, and vision insurance, life insurance, 403(b) retirement savings plan, as well as paid vacation, personal, and holiday leaves after a 90-day probationary period.

APPLICATION PROCESS: Qualified applicants should submit a cover letter, resume, and three references to:

The Hiring Department
The Shakespeare Theatre of New Jersey
Employment@ShakespeareNJ.org

The Shakespeare Theatre of New Jersey has instituted a mandatory COVID-19 vaccination policy for all employees. Proof of vaccination must be provided before beginning work. All employees must agree to adhere to The Shakespeare Theatre of New Jersey's COVID Safety Plan.

The Shakespeare Theatre of New Jersey is an equal opportunity employer committed to hiring, supporting, and promoting a diverse and inclusive workforce. Equal employment opportunities are available to all applicants without regard for race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the industry are encouraged to apply.