

Cincinnati Playhouse in the Park is an Equal Opportunity Employer (EEO) and is committed to fostering a culture of diversity and inclusion in all areas of its work, both on and offstage. Qualified individuals who bring diverse perspectives and life experiences to the workplace are especially encouraged to apply.

Associate Managing Director

Reports to: Managing Director

Status: Full-time

Schedule: Evening and weekend hours required

Salary: \$60,000

Position Overview: The Associate Managing Director works closely with and reports to the Managing Director to support the Playhouse's artistic programming, fiscal management and Board of Directors. They will work with the Managing Director and Associate Producer in support of the Playhouse's commissioning work, artistic contracting, and grant budgeting. In addition, they will work with the Managing Director, Producing Artistic Director and Board of Trustees to make sure that Board members have all of the proper information, communication, and materials they need to conduct their work on behalf of the Playhouse. The position interacts with staff, artists, agents/managers and trustees regularly and helps to facilitate internal and external communications as necessary.

This is a prime opportunity for a motivated and detail-oriented individual who wishes to work in the heart of a cornerstone arts organization and will allow the successful candidate to collaborate with and learn from local and national arts leaders.

This is a full-time, exempt position reporting to the Managing Director. Office hours average 35-40 hours per week; ability to work additional hours including occasional evenings and weekends based on business needs is required.

POSITION RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Financial

- Work with the Director of Institutional Giving and Grant Writer to prepare budgets for grant solicitations.
- Provide budget to actuals reporting on grant supported activities to funders.
- Work with Managing Director and Producing Artistic Director to create and track government budget requests.
- Manage Administrative expense budget.
- Generate and negotiate Co-Production budgets in support of our Rouse Theater producing season.
- Support Producing Artistic Director's expense reporting.

Contracts and Producing

- Alongside Managing Director, negotiate and contract commissioned writers in support of the Jerome Fey New Works Commissioning program.
- Along with our peer theaters negotiate Co-Production agreements for shared work in our season.
- Work with Associate Producer to contract artists across all of our stages.
- Along with Managing Director and Associate Producer support organization's work under our LORT collectively bargained agreements.



- Alongside Associate Producer, work on reporting seasonal LORT/union reports and LORT/AEA weekly benefit reports.
- Serve on the Playhouse's in-house Safety Committee, which would include working to update Playhouse's Safety Manual, training schedules and reviewing safety reports.

Board

- Responsible for creating and distributing meeting agendas, recording Board meeting minutes, and Board communications.
- Effectively interact with Board members including the Board president, Board committees, donors and prospective donors on behalf of the Producing Artistic and Managing Directors.
- Prepare and coordinate monthly Board and Committee meetings, the Annual Meeting, and the annual Board/Staff lunch.
- Maintain and update Board Handbook and Board and Staff Bios.
- Organize and maintain Board files and records.

Company Participation

- Professionally represent the office of the Managing Director and the Playhouse both internally and externally.
- Attend selected Playhouse productions and special events
- Participate in company strategic conversations, learning, and other team-building events
- Participate in LORT activities and events.
- Other duties as assigned.

IDEAL QUALIFICATIONS AND REQUIREMENTS

The successful candidate will demonstrate the following attributes:

- A Bachelor's degree, Master's degree, or relevant experience
- Friendliness, Confidence, Generosity of Spirit
- Extremely well-organized and detail-oriented professional skills.
- Ability to interact positively and effectively with a Board of Trustees comprised of community leaders, major donors, corporate leaders, and VIPs.
- Familiarity with AEA, SDC, and USA agreements a plus.
- Ability to handle sensitive and confidential materials.
- Commitment to Playhouse's values, and the ability to interact and build relationships with people of diverse backgrounds, personalities and characteristics.
- Excellent computer skills and proficiency in Microsoft Outlook, Word, Excel, PowerPoint and ability to work with redlined documents.
- Exceptional oral and written communication skills.
- Comfort with fast-paced environment which calls for flexibility and initiative.
- Ability to work effectively and independently in a fast-paced environment while handling multiple priorities and deadlines.
- Demonstrated dedication to continuous learning and self-development.



Work Environment & Physical Demands:

- Position is located in a climate-controlled office and includes the option for a hybrid schedule with home-based remote work.
- Digital dexterity and hand/eye coordination in operation of standard office equipment (computers, phones, photocopiers, and filing cabinets).
- Position is generally sedentary and the employee may sit for long periods of time working at a computer screen (75% or more of their workday).
- Position requires a minimum amount of external activity, but on occasion may require local travel to other worksites.
- Light Lifting, carrying, pushing, pulling of supplies, files, etc.: generally up to 10 lbs. and occasionally up to 25 lbs.
- Occasional stooping, kneeling, crouching.
- Ability to speak clearly and to and hear/listen to employees/clients via phone or in person.

The physical demands and safe working expectations described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without a reasonable accommodation.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements, or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.

Employment is contingent upon successful completion of a background check.

To Apply: Qualified candidates should submit a cover letter, resume and to abby.marcus@cincyplay.com.