

GENERAL MANAGER

Magic Theatre, a nationally-recognized 50-year-old San Francisco not-for-profit institution specializing in the development and production of new plays, seeks an experienced manager to work with the Managing Director.

The General Manager ensures the smooth running of the daily operations through oversight of Contributed and Earned Income staff, Marketing staff, Finance staff, and all areas of daily operation, including personnel and budgets.

This position reports to the Managing Director and supervises the Patron Services Manager, Bookkeeper, and some work of the Magic apprentices.

Start date: February 1, 2019.

SPECIFIC DUTIES

Executive/Leadership

- Contributes to the work of the Executive Management team in creating a positive and creative day-to-day environment for artists and staff that inspires open communication, teamwork and a culture of respect. Serves as a model of leadership, enthusiasm and good humor.
- Leads staff, interns, and volunteers in achieving day-to-day goals and administration tasks throughout the season. Magic staff currently includes eight full- or part-time positions plus up to five apprentices.

Staff Management

- Ensures that all human resource policies are maintained and adhered to by all those working to support the theatre.
- Works with Managing Director to create a multi-media marketing program.
- Administers and facilitates the daily movement of the high volume of information and communication flowing through Managing Director's office
- Works in tandem with Patron Services Manager (PSM) and Production Manager (PM) on season calendar, Fort Mason facility issues, and parking concerns.
- Is responsible for administrative payroll, HR (insurance, unemployment), and all IT.

Human Resources/Personnel

- Performs all Human Resources-related duties such as scheduling company-wide personnel meetings and workshops; working with legal counsel to keep current on employment laws; and updating and distributing employee handbooks.

Financial Management and Reporting

- Generates all financial reports needed for foundation proposals/reports, Finance and Executive Committee meetings, and full Board of Directors meetings.

- Working with the external bookkeeper, develops, controls, and monitors accounting procedures to support all financial preparation, reporting, and transactions including annual budgets, payroll, and reconciliation for multiple funds. As needed, upgrades best practices for departmental monthly/quarterly chart of accounts/expenditures outside of Production.
- Tracks and reports weekly/monthly contributed and earned revenue directly to Executive Management Team. Works closely with PM on cash flow projections and with AD and PM on annual budget.
- Processes checks and cash and deposit to bank on a weekly basis or more frequently, as needed.
- Processes incoming invoices and requests for payment. Review accounts payable with PM on a weekly basis, cuts and mails checks.
- Manages external bookkeeper in data entry and bill pay in Quickbooks Online.
- Supervises, reviews, and signs royalty reports associated with all productions.
- Conceives of sales approaches to increase annual concessions and rental revenue.
- Works with Managing Director on capital purchase decisions; maintain capital purchase schedules and reports.
- Opens and closes bank accounts, credit card accounts, and other financial instruments as required. Manages credit cards and bank accounts.
- Works closely with bookkeeper in preparing for and completing annual audit.
- Works with the Manager of Institutional Giving (MIG) on preparation of financial material required to complete national and corporate foundation grants and proposals, particularly with respect to project budgets and final financial reporting.
- Tracks accrual and usage of vacation time, sick time, and compensatory time for exempt employees. Manages additions and deletions to health plan and other benefits plans.
- Interfaces with Treasurer and Finance Committee

IT/Facilities/General Operations

- Manages and supervises the completion of annual TCG survey and other surveys as required.
- Oversees patron and donor database system (Salesforce) and all of its functions.
- Negotiates contracts and books all theatre rentals.

Additional duties, responsibilities and special projects as assigned by the Managing Director.

Skills & Qualifications

- Minimum of three years non-profit financial and administrative management experience, preferably in theatre with a producing organization.

- Deep appreciation for the performing arts.
- Strong interpersonal and organizational skills.
- Ability to juggle multiple priorities effectively
- Excellent computer skills in Microsoft Office Suite and ability to learn and manage income database software. Working knowledge of Quickbooks Online preferred.
- Experience in personnel management.
- Up-to-date knowledge of employment laws and best practices.
- Experience negotiating and issuing contracts .
- Experience managing significant project budgets and schedules.
- Excellent written and verbal communication skills.
- Proven strong administrative and systems development skills, and attention to detail.

SALARY

Competitive with non-profit theatres of comparable size.

TO APPLY

Qualified candidates are encouraged to apply immediately. To apply, send a pdf with cover letter, resume, references, and salary requirements to cierrac@magictheatre.org

ABOUT MAGIC THEATRE

At Magic Theatre, we believe in theater that is relevant to and resembles the world around us. We are interested in plays that both enlighten and entertain, and that never lose sight of the audience.

Now in its 52nd year of continuous operation, Magic Theatre is dedicated to creative risk: we cultivate new plays, playwrights, and audiences and produce bold, entertaining, and ideologically robust plays that ask substantive questions about, and reflect the rich diversity of, the world in which we live. Magic believes that demonstrating faith in a writer's vision by providing a safe, rigorous, and innovative artistic home, where a full body of work can be imagined, developed, and produced, allows writers to thrive. We believe that, by adding vanguard voices to the canon and expanding access to new theater-goers, we ensure the future vibrancy of the American theatre.