

The Panida Theater Managing Director Job Description

Position Summary

- The Managing Director is responsible for the consistent achievement of the Panida Theater's mission, vision, and values. The position oversees and manages the daily administrative and financial operations of the organization; assures compliance with existing operational policies and processes; and collaboratively develops new procedures as needed in consultation with the appropriate leadership and stakeholders. This position will oversee all aspects of the theater's operation and achievement of its long and short-term goals with the Board of Directors and staff.

Major Job Functions

- **Operations and Management**
 - Manage staff regarding hours, performance, duties, and job descriptions
 - Recruitment and transitions of staff
 - Training staff
 - Maintain office hours and create consistent accessibility through correspondence of email and phone calls in Panida offices during the week
 - Contract writing for event rentals
 - Communicate and negotiate with potential renters
 - Delegate jobs and duties as needed, retaining full oversight and responsibility for allocated tasks.
- **Programming**
 - Booking and scheduling events in conjunction with the Board Programming Committee
 - Create and schedule a unique performance season of Panida Theater with out-of-state and local community organizations
 - Communicate and negotiate with film studios for showing and licensing of films
 - Research, develop, and promote films representing the interests of the various demographics within the community
 - Ensure balanced facility use between community, nonprofit, commercial users, etc.
- **Financial**
 - Perform and/or supervise:
 - Day-to-day financial operations of the organization (including but not limited to payroll, banking activities and relationships)
 - Manage accounting system and chart of accounts, accounts payable, accounts receivable, bookkeeping through established software program, prepare checks and online payment
 - Ensure maintenance of effective internal controls
 - Prepare for and manage annual audit process
- **Marketing**
 - Stay current in all appropriate media forms that are useful to the theater
 - Establish and maintain a working and positive relationship with all local news media outlets, community groups, organizations, presenters, and businesses pertinent to the local communities
 - Manage and create content for the monthly newsletter
 - Responsible for software and media marketing operations and development
 - Maintain social media pages and online content

- **Board Governance**
 - Direct line of communication with the Board of Directors
 - Set Fundraising goals with Board of Directors
 - Help research and facilitate Board development opportunities such as trainings, workshops, and recruitment
 - Work with Board to create performance reviews for all Board and staff members

- **Community Outreach**
 - Research and evaluate existing and potential entertainment and educational events
 - Seek collaborations with local and state-wide arts and community organizations for events
 - Cultivate community relationships through creation of theater accessibility programs

Professional Qualifications

- Bachelor's degree in Communications or Marketing preferred, or equivalent career experience
- Leadership experience
- 5 years management experience in the nonprofit sector preferred
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and sponsor groups
- Strong public speaking ability
- Strategic thinking with ability to forecast business needs
- Knowledge of local, regional, and national nonprofit and arts community
- Knowledge of arts, film, music, and historical building management and promotion
- Social media and marketing experience
- Demonstrated passion for arts and culture

Managing Director Attributes

- Strong communication skills, articulate with the written and spoken word with strong public speaking and presentation skills
- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Skills to collaborate with and motivate Board members and other volunteers
- Initiative and self-directed
- Excellent time management skills with ability to multitask
- Professional in all interactions with staff and public
- Flexible in responding to changes and guiding staff to enact appropriate changes
- Strong analytical skills with the ability to resolve problems by gathering necessary information in order to make an effective resolution
- Results oriented
- Ability to remain calm under pressure

POSITION TYPE: FULL TIME

ANNUAL SALARY: \$50,000

SUPERVISORY: YES

EXPECTED START DATE: SEPT 7, 2021

**REPORTS TO, IS MONITORED AND EVALUATED BY: PANIDA THEATER COMMITTEE
BOARD OF DIRECTORS**

Submit complete resume to board@panida.org or mail to Panida Theater, PO Box 1981, Sandpoint, ID 83864