



Spellbound Theatre seeks a part-time **General Manager** to join the organization and collaborate with its Oversight Committee and Board of Directors in service to the daily operations and long-term growth of Spellbound. The ideal candidate is an arts administrator who has a background and familiarity with working on the administrative aspects of an organization (preferably a non-profit arts or educational organization in an Operations, HR, or Finance function).

KEY RESPONSIBILITIES:

- Lead the execution of the administrative functions of Spellbound's operation, including but not limited to:
 - The organizational timeline and strategic planning, collaborating with the Oversight Committee (OC) members to ensure established organizational milestones and deliverables are completed with excellence
 - Lead quarterly reviews with the OC on Spellbound's systems and protocols, ensuring processes are adapted and maintained to prioritize efficiency and collaboration
 - The annual budget, collaborating with the Board President and Bookkeeper to ensure all organizational resources are tracked, allocated, and utilized in support of the Spellbound's mission, values, programming, and sustainability
 - Grant and funding logistics, ensuring any grant reports and applications are identified and completed and that donor communications are strategic and thorough
 - Delegating administrative tasks and projects to the Oversight Committee, Board, contractors, or additional ensemble members as needed
 - Developing, reviewing and tracking contracts, supporting the creation of new contract templates as needed and collaborating with Board President on contracts over \$10,000
 - Own the creation and oversight of Spellbound's HR policies and systems, partnering closely with the Board President to review and implement new policies as needed in service to Spellbound's mission and retaining ensemble members
- Manage Spellbound's annual non-profit filings, insurance renewals, and any applicable audits or reporting in service to compliance, escalating all questions or concerns to Board President for support as needed
- Integrate and collaborate closely with the Oversight Committee, attending weekly Oversight Committee meetings on Monday evenings and sending progress reports to the Board monthly to ensure approvals and updates are moved forward

- Spearheads significant and larger-scale artistic projects for Spellbound in partnership with the producing team to ensure company resources and partnerships within the larger field are managed in line with the organization's priorities
- Partner with the Board President on coordinating quarterly Board meetings, addressing personnel issues, and executing any other initiatives or solutions to further Spellbound

WHAT YOU BRING:

- A schedule that allows for you to complete 5-10 hours a week on Spellbound related duties
- 3+ years of administrative experience
- Experience working for an artistic company and collaborating with artists
- A genuine interest in the administrative operations of an artistic organization and a desire to learn new skills and processes
- A collaborative spirit and passion for problem solving
- A personality and temperament that inspires alignment and allows for decision making to push forward when there is disagreement or competing priorities

IMPORTANT THINGS TO KNOW:

- The salary for this role is \$30/hr. You will also be eligible for a professional development stipend, and paid training and onboarding provided by the Board President (An HR and arts administration consultant)
- This role reports directly to the Board President
- This role shares decision making related to the operations of Spellbound Theatre with the Oversight Committee and Board. Spellbound does not operate in a traditional hierarchical model where there is a sole decision maker
- This role does not primarily serve an artistic role for Spellbound. This role is the administrative thought leader for the organization and oversees projects and key areas of the organization's operations to ensure the company can operate in service to its values, mission and short-term and long-term artistic goals
- Though this role may be hired from within Spellbound's existing artist ensemble, we are considering limiting this role to 1-2 artistic endeavors with Spellbound annually to ensure they can balance the administrative and leadership requirements of the position. This will be discussed in more detail during the hiring process as we would love your feedback on this parameter!
- The majority of this role can be completed remotely and at a schedule that works best for the employee. However, occasional onsite visits to Spellbound's storage and office facility in Brooklyn, as well as an onsite presence at key events and productions as designated in collaboration with the Board and Oversight Committee, will be expected

HOW TO APPLY:

If you are interested in being considered for the role of **General Manager** please submit a resume that lists any relevant experience and a statement of interest (1-2 paragraphs) to our Board President, Janette

Martinez, by Sunday, March 12th at president@spellboundtheatre.com. Applications will be reviewed on a rolling basis.

APPLICATION PROCESS & TIMELINE:

- Applications: Due March 26th, 2023
- First Round Interviews: March 13th- March 29th
- Final Interviews (with Oversight Committee): March 27th and/or April 3rd between 8-9:30pm EST (during our weekly Oversight Committee meeting)
- Tentative Start Date: Monday, April 10th, 2023 or April 17th, 2023