

Blue Water Theatre Company

Our Mission: to create a theatre community for young people through meaningful and transformative experiences.

Our Vision: Blue Water Theatre Company is organized exclusively for artistic and educational purposes. We reach our goals by promoting an environment where young people can develop into healthy, caring and responsible adults. Each child will learn to communicate positively, encourage one another, and integrate into their surrounding community and model positive behavior.

www.bluewatertheatre.com

Notice of Managing Director Position

(posted December 11, 2021)

Blue Water Theatre Company (BWTC), a 501 (c) (3) non-profit organization, is seeking qualified applicants for the full-time position of Managing Director.

OVERVIEW OF ORGANIZATION

BWTC is a theatre company that puts kids first; where outstanding theatre productions are developed in a safe, accepting, and responsive community. Within its first 14-years, BWTC has inspired some 2,500 youth (ages 8-18) to participate in more than 100 fully staged musicals in many theatres in the Twin Cities including our historic home venue in downtown Wayzata. BWTC leads 200 youth annually through 10-12 fully staged shows, each with a run of 6-8 performances. Youth are on stage in the cast and backstage, as part of the design team/running crew. Our young artists develop into confident, curious, self-empowered individuals.

RESPONSIBILITIES of Managing Director of BWTC

- Serve as the chief executive and financial officer of the organization
- Manage and collaborate with volunteer leaders serving the organization
- Produce and coordinate administrative elements of the organization
- Attend all board meetings and fundraising events as well as select production meetings and select performances
- Develop and maintain annual operating budgets for the Board of Directors and funders
- Manage strategies to ensure financial growth, cultivate external relationships, and expand overall contributed revenue.
- In collaboration with the Board of Directors Committee, hire and supervise staff and independent contractors
- Manage all PR and marketing for Blue Water
- Maintain regular business hours, with some evenings and weekends required
- Maintain home office, association equipment, and organization archives
- Enforce and adhere to all governing and operating policies and develop new policies as needed

QUALIFICATIONS

- Bachelor's degree required/Master's degree preferred
- Administrative experience in non-profit arts or education-related setting
- Event and meeting planning experience
- Budget, financial management and development experience
- Excellent communication, writing, interpersonal, and organizational skills
- Proven public relations and management experience with the ability to empower staff and volunteer leadership
- Passion for and knowledge of theatre
- A commitment to anti-racism and experience advocating for diverse representation and equitable access
- Knowledge of MS Office, Google Suite, Quickbooks, and/or equivalent software applications

APPLICATION MUST INCLUDE THE FOLLOWING

- Letter of Application
- Career Resume
- Three professional references with complete contact information

SEND COMPLETED APPLICATION TO:

BWTC Search Committee

bluewatertheatrecompany@gmail.com

APPLICATION DEADLINE:

January 7, 2022

Blue Water Theatre Company does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, political affiliation, or military status.