

# CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

## CAL SHAKES MANAGING DIRECTOR

Job Description

February 2019

### SUMMARY

California Shakespeare Theater, a leading Bay Area theater with one of the most beautiful outdoor venues in the country, seeks a Managing Director to partner with Obie-winning Artistic Director Eric Ting in forging a new classical theater for the 21st Century.

The Theater, dba Cal Shakes, is in its 45th season. Founded on the principle that theater should be accessible to everyone, we continue to honor that commitment as a Bay Area leader in advancing Equity, Diversity, and Inclusion in the field. The Managing Director will join a vibrant board and staff with a strong dedication to this vision and belief that our audience can and will reflect the diversity, plurality, democracy and intersectionality of our Bay Area communities, as do the artists we engage, our staff, and the stories on our stage.

The Artistic Director and Managing Director are co-equal and both report to the board of directors by way of its president, with the AD responsible for programming and the MD responsible for administration, marketing, and revenue. Assets include: a \$10 million dollar seasonal performance facility designed by AIA-winning architect firm (Ledy Maytum Stacy) on 5 acres of environmentally-protected land; a separate rehearsal hall with scene, props, and costume shops that are contracted year-round by other theaters; a year-round staff of 30; a reputation as the foremost classical theater in the Bay Area with robust educational programming and strong long-term partnerships with community organizations.

The new Managing Director will be dedicated to audience and fiscal development for a company that makes theater in a highly engaged and community-oriented way. They will be a compelling voice in the community, forging relationships and expanding the Cal Shakes family. The Managing Director's direct reports include the Director of Development, the Director of Finance, and the General Manager.

When Cal Shakes' previous Managing Director moved on after 14 years, the Board convened a task force of board and staff members to hire a replacement. Our Interim Managing Director is making key hires and organizing sales and marketing, philanthropy, grants, finance, and operations. We are thrilled at the solid foundation she is laying for a smooth transition to a new Managing Director with an outward focus.



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## RESPONSIBILITIES

- Expands sources of funding from the public, philanthropic organizations and foundations, as well as corporate partners and sponsors. Spearheads public efforts to gather substantial resources for fundraising and capital campaigns including maintenance and improvement of the Bruns Amphitheater as well as office, rehearsal, and performance space
- Works with the Artistic Director to strategically to grow the organization including planning for a new more visible office space and year round programming.
- Initiates, develops and maintaining relationships with cultural, business, civic and philanthropic leaders
- Creates and maintains relationships with other arts organizations and collaborators
- Expands Cal Shakes' public presence through speaking and advocacy in the media, at events, in organizations, public forums, publications, and other means
- Facilitates the transition from initiation to maintenance of relationships by way of Development, Grants, the board and others, at performances and student matinees, in schools, at fundraising and donor appreciation events, and in other gatherings
- Manages board meetings with the board president, participating on Finance, Governance, and Executive Committees
- Budgets, sets goals, and measures progress toward growth and financial goals
- Leads company culture and inclusiveness, creates space and encourages all people to bring to bear their talents and perspectives, advocates for and encourages our actors, directors, playwrights, designers, and artists
- Provides a stable and goal-focused presence in an environment that can be fast-moving and stressful
- Performs staff reviews and provides continuous feedback and guidance, develops staff skills and career paths, proactively addresses issues or needs for improvement

## QUALIFICATIONS

- 5 to 10 years in nonprofit performing arts leadership, or proven equivalent experience
- Demonstrated experience and results in audience and philanthropic development, such as PR, capital campaign, marketing, hospitality, or community engagement work
- Very strong communication and public speaking skills and experience
- Excellent interpersonal and networking skills, proven ability to identify and maintain connections with key influencers and leaders
- Ability to work in distributed leadership role in partnership with co-executive leadership (i.e. Artistic Director)



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- Strong aptitude for building collaboration and trust across disciplines and between organizations, providing timely and clear feedback and corrective action when needed, demonstrated commitment to open and honest discourse
- Passionate and demonstrated commitment to Equity, Diversity, and Inclusion (EDI) practices
- Preference given to substantial business, budgeting and financial management knowledge
- Demonstrated ability to maintain focus and calm in fast-moving and changing environments, solving problems in real-time
- Comfortable managing business plans and projects with multiple and shifting timelines and outcomes and ensuring continual communication and follow-through
- Preference given to experience partnering with and forging excellent and productive working relationships with nonprofit boards of directors

## ENVIRONMENTAL FACTORS

- There are two primary locations and travel is often required between them:
  - Fast-paced, open office environment, frequent interruptions, background noise. It shares space with shops that use industrial products and power tools
  - Outdoor theater space with hills, uneven terrain, and environmental factors (wind, weather, etc.)
- Some areas in both locations have limited accessibility, please feel free to ask for more specifics

## OTHER DETAILS

The salary for this position starts at \$110,000 and includes full health benefits for the employee, 10 days vacation time, and 10 days sick time annually.

## PROCEDURE TO APPLY

Please send a cover email and resume to [MDsearch@calshakes.org](mailto:MDsearch@calshakes.org). Correspondence may be addressed to "Dear Search Committee."

*-Cal Shakes strives for an inclusive work environment and works to actively embrace a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.*



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## ABOUT THE COMPANY

**MISSION:** Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

**DESCRIPTION:** Launched in 1974, Cal Shakes is a major Bay Area theater that, guided by the artistic direction of Obie Award-winning Eric Ting, has emerged as a leader in promoting Equity in theater and incorporating the voices and perspectives of community partners in the works on our stage.

Our critically-acclaimed **Main Stage** season runs from June to October at our outdoor, solar-powered Bruns Memorial Amphitheater set in environmentally protected Siesta Valley in Orinda. **Artistic Learning** programs engage up to 4,000 students and youth annually in classrooms and at our Theater and through our Summer Shakespeare Conservatory program. More than half of these students attend Title 1 schools and for many it is their first theater experience. **Artistic Engagement** programs, including multi-year projects developing works through our New Classics Initiative, are developed in partnership with communities. These include theater-based residencies, story circles, dialogues, and the Theater Stage at Youth Speaks' Life if Living Festival, all of which serve to create equitable platforms for lifting up the stories and voices of the Bay Area's diverse communities.

Cal Shakes is a founding member of Theater Communications Group's Equity, Diversity, and Inclusion Institute, a prominent national voice for equitable theater-making, and is one of two theaters statewide in the originating cohort of the Irvine Foundation's New California Arts Fund, created to advance the capacity of California arts institutions to engage communities of color and low-income communities.

**EQUITY, DIVERSITY, AND INCLUSION (EDI) STATEMENT:** At Cal Shakes, we believe that equity is a practice. The stories we tell, the performances we produce, and the people we work with can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We endeavor to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

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## COMPANY VALUES

### ARTISTRY

We celebrate those that practice creative risk, who straddle past and present, who move us, change us, bring joy into our lives.

### AUTHENTICITY

We commit to being present, to sharing space, to honesty of intention and generosity of spirit.

### DISCOURSE

We value spaces that invite a plurality of experiences and perspectives, acknowledging that the collision of different points of view, and respect for all points of view, are essential to meaningful discourse in our diverse society.

### EQUITY

We pursue a more equitable world where individuals from all walks of life are valued equally; and we reflect that in the theater we make, in our staff and board, in the artists we hire, in the discourse we nurture, in the stories we tell and in how we tell them.

### INCLUSION

We practice extraordinary hospitality and radical accessibility. We practice bridge-making in a space defined by compassion and respectful exchange. We affirm that we all have stories to share; and we seek to elevate those stories, to respect those stories, in all that we do.

### SUSTAINABILITY

We participate in sustainable practices that maximize the long term impact of our programming.



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