

# CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

**Position Title:**  
**General Manager**  
*Full-time, Exempt*

## **Position Overview**

California Shakespeare Theater (Cal Shakes) is looking for a detail-oriented, resourceful, adaptive, and collaborative General Manager to join our staff. The position of General Manager is a full-time, year-round position responsible for smooth and efficient business operations of the organization, including personnel, finance, facilities, IT, and insurance. The General Manager reports to the Managing Director.

The General Manager plays a central role in shaping Cal Shakes' unique workplace culture, working closely with the Managing Director and Artistic Director to develop a cohesive vision for value-centric change, and challenging and improving institutional practices. The ideal candidate will share the institutional values of equity, diversity and inclusion, have previously demonstrated commitment to those values, and will possess understanding and self-awareness of power and privilege.

Cal Shakes is currently undergoing a leadership transition; the current Managing Director is leaving Cal Shakes after 14 years at the organization, and the outgoing General Manager will be transitioning into an Interim Managing Director position. The new General Manager will work closely with the Interim Managing Director and the Artistic Director through an exciting period of leadership transition.

## **About Cal Shakes**

**Description:** With offices in Berkeley, a 545-seat outdoor performance venue in Orinda, and education and community programs throughout the Bay Area, Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area. 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.

**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.

**Equity, Diversity, and Inclusion (EDI) Statement:** At Cal Shakes, we believe that equity is a practice. Our actions--both onstage and off--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.

## **Duties and Responsibilities**

### **Finance**

- Work with Finance Director to prepare monthly financial statements and present to the board's Finance Committee
- Oversee annual audit in conjunction with Managing Director, Finance Department, and outside audit firm
- Maintain monthly Cash Flow and oversee bank account reconciliation
- Prepare and manage annual Organizational Budget
- Work with Director of Strategy, Evaluation and Grants on budgets and financial reports for funders
- Work with Finance and Operations staff to ensure efficiency and accuracy of primary software programs and databases: Concur, Paylocity, Quickbooks, and AudienceView



701 Heinz Avenue, Berkeley CA 94710  
[www.calshakes.org](http://www.calshakes.org)

### HR/Personnel Support

- Build and maintain positive relationships with employees and serve as conduit for communications within company
- Model and support the mission and values of Cal Shakes
- Work with HR consultant and Managing Director on hiring and personnel related policies, staff trainings, annual performance reviews, and organizational culture
- Influence and drive key hiring decisions, and provide hiring assistance to managers when requested
- Collaborate with HR Consultant to develop templates for contracts used by staff
- Oversee all contractual negotiations with artists, creative teams, administrative and production staffs
- Manage all large contracts (play licensing, co-productions, commissions, etc.)
- Provide onsite support for employees, assisting HR consultant in conflict resolution and mediation options

### Operations

- Ensure smooth internal operations through proactive collaborative management
- Supervise Facilities Manager and help with decision-making for facilities and IT maintenance and improvement
- Strategize with Executive Leadership and Cal Shakes' Board on longer-term capital needs and projects.
- Work directly with Insurance broker to maintain all policies including General Liability, Workers' Compensation, D&O Insurance, etc.
- Develop, implement, and manage company's workers' compensation program

### Other duties

- Facilitate weekly Programming Meeting and participate in Equity, Diversity and Inclusion (EDI) Workgroup
- Participate in field-building activities, both locally and nationally, especially around EDI issues

### Preferred Qualifications

You are an ideal candidate if you possess:

- A willingness to embrace and further Cal Shakes' commitment to Equity, Diversity and Inclusion (EDI)
- Experience in arts administration and/or non profit accounting
- Comfort with creating, maintaining and navigating databases
- Excellent project management and time management skills
- Excellent attention to detail
- The ability to collect and redirect information across the institution to increase efficiency and collaboration
- The ability to maintain diplomacy, discretion and/or confidentiality when handling sensitive information
- The ability to model positive communications and behavior working with artists, artist representatives, co-workers, and vendors from diverse backgrounds
- Experience with financial software (Paylocity, Concur and Quickbooks) is helpful but not required

### Special Environmental Factors

- There are two locations (occasionally travel is 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
- Occasional evening or weekend hours may be required

### **Reports to:**

Interim Managing Director/Managing Director

### **Supervises:**

Director of Finance, HR Contractor, Facilities Manager, Operations Coordinator

To apply online, [click here](#) or send resume and cover letter to: [opportunities@calshakes.org](mailto:opportunities@calshakes.org) with subject line: "General Manager Search."

