

General Manager Position Description

TITLE: General Manager
REPORTS TO: Managing Director
DEPARTMENT: Administration

SALARY LEVEL: Level D
FLSA: Full Time Exempt
DATE: 12/06/2021

POSITION DESCRIPTION:

The General Manager reports to and works directly with the Managing Director to oversee and support the general operations of the Theatre. The General Manager's responsibilities include acting as a collaborator on the producing team, negotiating and preparing contracts for all artists and creatives, production budgeting, and acting as a liaison for all artist unions. Additionally, the General Manager supervises facilities and finance operations and works closely with human resources. As a member of Woolly Mammoth's Core Leadership Team, the General Manager collaborates to guide the organization to achieve its mission while following its guiding principles.

DUTIES & RESPONSIBILITIES:

Contracting & Producing

- Negotiate and execute contracts for productions, including but not limited to: playwrights, actors, directors, choreographers, coaches, and consultants; as well as co-production and presenting agreements. Work closely with Production Manager on designer contracts and with Director of New Work on commission agreements.
- Manage relationships with artist unions (AEA, SDC, and USA) and facilitate reporting and other timely communication. Ensure adherence with unions' collective bargaining agreements.
- Work closely with Artistic Director, Managing Director, and Production Manager to prepare and supervise annual production budgets.
- Supervise Company Manager and artist care.

Facilities & Operations

- Oversee the regular operations of Woolly's 17-year-old building at 641 D Street NW. Create and maintain a capital improvement schedule and associated capital budget.
- Oversee COVID-19 compliance and serve on the COVID-19 Task Force.
- Supervise Rentals & Operations Manager to:
 - Handle any regular building maintenance and facilities improvement projects and liaise with the Penn Quarter Controlling Entity;
 - Book, contract, and execute rentals; and,
 - Oversee IT operations with outside consultant.

Finance & Business

- Support Managing Director and Finance with developing and maintaining the annual operating budget.
- Work with Grants Manager and Finance to provide budgets and financial reporting for grants.
- Supervise Finance & Business Manager and the associated regular accounting processes, including artist payroll.
- Oversee risk management (including property, liability, D&O, and workers compensation insurance).
- Act as a liaison with Human Resources Consultant and manage internal hiring and onboarding processes.

Company-Wide Responsibilities:

- Commit to Woolly's policy of anti-racism and radical inclusivity. This includes participating in anti-bias/anti-harassment training, familiarizing yourself with the policies in the employee handbook, using Woolly's Liberation Library as an educational resource, engaging in EDI work at Woolly, and furthering your own independent journey with anti-racism.
- Cross-departmental collaboration, including participating in at least one Woolly working group, committee, and/or taskforce outside of your own department.
- Advocate for policies both internally and externally that further advance Woolly's stated values on an organizational, local, and national scale.
- Contribute in meaningful ways to the culture. See "Our Culture at Woolly" section below for more information.
- Act as an ambassador for Woolly Mammoth in the local community and beyond.

SUPERVISORY RESPONSIBILITIES:

- Responsible for providing employees timely, candid, and constructive performance feedback; developing employees to their fullest potential and providing challenging opportunities that enhance employee career growth; developing the appropriate talent pool to ensure adequate bench strength and succession planning; recognizing and rewarding employees for accomplishments. Additionally, this position will:
 - Select, train, and develop an effective and efficient staff including:
 - Interviewing applicants and select new employees;
 - Supervising the department orientation and training of new employees;
 - Recommending salary increases, promotions, transfers, disciplinary actions, and dismissals in conformance with company policy and procedures; and
 - Conducting annual performance reviews.
- Have substantial knowledge of leadership, teamwork, and management principles in line with the values of the organization.
- **Direct Reports:** General Manager supervises Rentals & Operations Manager, Company Manager, and Finance & Business Manager.

QUALIFICATIONS:

- **Experience:**
 - Five or more years of arts management experience with increasing levels of responsibility. Education beyond undergraduate degree may count towards experience.
 - Experience negotiating and executing contracts.
 - Experience motivating, managing, and evaluating a team.
- **Essential Knowledge, Skills, and Abilities:**
 - Familiarity with theatrical budgets.
 - Knowledge of relevant artist unions (AEA, SDC, USA) and familiarity with their collective bargaining agreements.
 - An innovative spirit and creative problem solving.
 - Highly organized and detail oriented.
 - Expertise in budget development and management, and a keen eye for meeting financial goals.
 - Ability to build relationships internally and externally.
 - Ability to exhibit tact and grace in stressful situations.
 - Familiarity with Microsoft Office suite.
- **Other Skills or Qualities:**
 - Active engagement and leadership development in your individual position is integral to the overall health of our organization. This will be reviewed and defined with your

supervisor to set individual goals. Woolly encourages employees to take personal responsibility and pride in their work.

- See the larger picture and pull out the relevant details to diagnose problems. Think creatively about how to solve problems including new ways of working together. Woolly values innovative thinking, big ideas, and bigger passion.
- Collaborate with and adapt to a wide variety of people and personalities, working styles, and artistic visions.
- Proof of full COVID-19 vaccination.

WORKING CONDITIONS:

- Extending viewing of computer screens.
- Typical schedule is Mon-Fri, 9am-5pm or 10am-6pm, with some early mornings, evenings, and weekends as necessary.
- This position has typically sat in an open/shared office environment with moderate noise levels.
- This position is currently a hybrid position with some ability to work remotely and some regular needs to go into our theatre.
- Woolly Mammoth Theatre Company is located in Washington, D.C.'s Penn Quarter neighborhood. It is air-conditioned, located in a wheelchair accessible building, and in close proximity to public transportation.

COMPENSATION:

- **Starting Salary:** \$70,000
- Woolly Mammoth Theatre Company recognizes that conversations about salary can be difficult. In recognition of the necessity for top-tier talent, we strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Woolly will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.

OUR CULTURE AT WOOLLY:

At Woolly, our culture is driven by our stated core values of radical inclusivity, creative risk-taking, relentless inquiry & experimentation, world-class excellence, and innovation. We expect both personal and collective accountability in how these values are applied to the work of each employee of WMTC. We acknowledge that Woolly Mammoth has upheld and benefited from systems of oppression in our country and we aim to do better; using the principles of anti-racism to guide our actions and decision-making. How we do things is as important as what we do, and we expect our core values and anti-racist practices to influence the way we work together as a team. We strive to center openness, integrity, and care in our policies, processes, and how we interact with one another. We embrace a culture of transparency, accountability, and mutual respect as the foundation of all our collaborations, both inter-departmentally and externally. We take seriously our role as a civic leader, and strive to address local and national challenges using our knowledge, skills, commitment, and resources. As part of this work, all employees are expected to develop meaningful internal and external relationships that are mutually beneficial and impact-aware. We believe that everyone in the Woolly community is worth engaging in conversations about the art we make and how that art intersects with the world. We lean into the unconventional, especially if a nontraditional and inventive approach will help us reach new understandings of our art form, our industry, and our world.