

# Old Colony Players | General Manager Job Description Page 1

**TITLE:** GENERAL MANAGER

**RESPONSIBLE TO:** OLD COLONY PLAYERS BOARD OF DIRECTORS

**PURPOSE:** To provide strong leadership that results in a successful performing arts program which provides high quality performances and training for performing arts students.

## **MAJOR RESPONSIBILITIES:**

### **I. Master Plan**

- a. Develops a master plan to successfully accomplish the stated purpose
- b. Oversees the implementation of the master plan
- c. Evaluates and updates the plan annually

### **II. Finance**

- a. Prepares annual budget for the Old Colony Players Board of Directors to approve
- b. Continually monitors budget in conjunction with the Treasurer
- c. Records all cash, checks and charges received and prepare deposits in accordance with financial controls policy
- d. Reviews bills for payment
- e. Provides necessary materials for auditors and presents audit to the Board of Directors
- f. Determines handling of outstanding debts and returned checks
- g. Other financial duties assigned by the Board of Directors

### **III. Development Drive/Fundraisers**

- a. Determines a consistent timeframe for fundraising
- b. Establishes timeline for events
- c. Works with appropriate board members and community volunteers in planning, coordinating, and implementing events
- d. Coordinates designs and layouts for brochure/invitation/tickets/letter for events
- e. Schedules media interviews about events
- f. Lines up entertainment for events
- g. Obtains bids for services needed
- h. Prepares list of prospects and other reports

### **IV. Grants/Sponsorships/Reports/Trades**

- a. Researches new grant and funding opportunities
- b. Prepares and submits final reports as projects are completed
- c. Negotiates trades and in-kind with local companies for items or services needed

### **V. Board Activities**

- a. Consults with Board of Directors Chairperson to choose committee chairs and members
- b. Recommends layout and information for board manual
- c. Encourages continuous Board education
- d. Prepares materials/reports for meetings including individual show reports
- e. Maintains records for Board members on season ticket purchases, donations
- f. Works with each committee as required and needed
- g. Attends all committee meetings except the Personnel committee
- h. Prepares annual presentation for Valdese Town Council, Mayor and other larger funding sources

### **VI. Marketing/Public Relations**

- a. Develops marketing plan and timeline for each series
- b. Works closely with newspaper, TV, radio representatives
- c. Manages social media accounts

- d. Coordinates marketing efforts with Town of Valdese Community Affairs Department
- e. Purchase ads
- f. Grants or schedules interviews with artists and or Board representative
- g. Works with appropriate committee in marketing season
- h. Coordinates designs and layouts for ads, flyers, brochures, playbills, reminder cards and order forms for each series with the respective chairpersons
- i. Supervises the preparation of press releases and public service announcements
- j. Prepares individual show posters for distribution if supplied by artists
- k. Oversees electronic database for advertising and marketing purposes
- l. Engages in community outreach in programming and promotion of OCP

## **VII. Performance/Show Preparations**

- a. Manages ticket sales
- b. Oversees use of costumes ex. rentals, dry cleaning, construction, development of costume rental policy
- c. Prepares & reviews completed contracts necessary for performances such as Artistic Director, Music Director, orchestra, technical director, etc.
- d. Reviews technical and stagehand needs with Technical advisor – and provides light plots, stage set up requirements, sound system requirements. Rents or acquires any equipment needed
- e. Works with appropriate committee to assure smooth running show
- f. Makes travel and hotel reservations
- g. Designs and lays out program book
- h. Confirms date with venue
- i. Creates lobby display as needed
- j. Determines checks to be written and have ready day of show
- k. Picks up and returns any rented equipment
- l. Performs final check of venue, seating, stage and dressing rooms
- m. Oversees front of house duties

## **VIII. General Office Duties**

- a. Serves customers
- b. Establish regular office schedule to serve customers, manage ticket sales, and answer inquiries.
- c. Manages daily communications
- d. Manages office financial software
- e. Acknowledges gifts/sponsorships and provides appropriate information for tax purposes
- f. Monitors season and single ticket sales
- g. Proof-reads all materials leaving office

## **IX. Personnel – will work with OCP Board of Directors to develop/maintain personnel policies for staff**

### **X. Other Duties**

- a. Represents OCP in various organizations and various events
- b. Oversees maintenance and all show preparations for the amphitheater
- c. Attends annual Institute of Outdoor Theatre Conference if budgeting & scheduling permit

### **XI. Professional Development**

- a. Seeks out opportunities for continued professional development and interaction with directors of similar organizations through meetings and workshops
- b. Seeks out funding opportunities for professional development workshops and conferences

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**Qualifications:** The ideal candidate should have knowledge and experience in non-profit management, fundraising, business, financial, personnel management, community relations, volunteer development, board and committee development, as well as strong communication and interpersonal skills, the ability to work well in a team, and a passion for the arts. Applicants should also have experience with Microsoft Office and Quickbooks.

**By completing this application, you are giving OCP, Inc. permission to conduct background and credit checks.**

**Old Colony Players, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services.**

**Pay:** Salary will be commensurate with expertise and qualifications for the desired full time position.

## **Application Process:**

All applications must be submitted no later than **January 31, 2018**. Tentative start date: **March 2018**.

**Application packet including interest letter, application, resume, contact information for 3 character references and 3 professional letters of reference should be sent to:**

Mail: Old Colony Players: PO Box 112 Valdese NC 28690  
Fax: 828-874-2311 Attn: Old Colony Players  
Email: [oldcolonyplayers@gmail.com](mailto:oldcolonyplayers@gmail.com)

**For more information, please visit our website at [oldcolonyplayers.com](http://oldcolonyplayers.com) or call the office at 828-879-2129.**

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## PERSONAL INFORMATION:

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Are you eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Email \_\_\_\_\_

Have you ever been convicted of a felony? If YES, please explain below. Note: A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, length of time since the offense, and nature of the crime will be taken into consideration.

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

What date are you available to start work? \_\_\_\_\_

## EDUCATION:

Name and Address Of School - Degree/Diploma - Graduation Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Skills and Qualifications: Licenses, Skills, Training, Awards

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\_\_\_\_\_

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## EMPLOYMENT HISTORY:

### Present Or Most Recent Position:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May We Contact This Employer? Yes \_\_\_\_\_ No \_\_\_\_\_

### Previous Position:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May We Contact This Employer? Yes \_\_\_\_\_ No \_\_\_\_\_

### Next Previous Position:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May We Contact This Employer? Yes \_\_\_\_\_ No \_\_\_\_\_

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**Please provide a brief explanation of how your experience/education has made you qualified for each category mentioned in the job description.**

1. Development of a Master Plan:

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2. Finance:

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3. Development Drive/Fundraisers:

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4. Grants/Sponsorships/Reports/Trades:

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5. Board Activities:

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6. Marketing/Public Relations:

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7. Performance/Show Preparations:

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8. General Office Duties:

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9. Personnel:

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10. Other Duties:

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