

Hudson Valley Shakespeare Festival: General Manager Opportunity in Brief

Hudson Valley Shakespeare Festival (HVSF) has undergone tremendous artistic and programmatic evolution in recent seasons under the leadership of Artistic Director Davis McCallum and Managing Director Kate Liberman, including the infusion of new and contemporary works for the stage, transfers of HVSF productions to peer theaters, and a major investment in community engagement and art-making initiatives. HVSF is now laying the foundation for its next phase, offering its artists and audiences in the Hudson Valley region a much-needed source of inspiration and optimism as they look to the post-COVID era together, designing and building its first ever permanent home through a major capital project. The company seeks a General Manager to help support this journey.

HVSF seeks a highly motivated, skilled General Manager to support and lead the team at this exciting point in the Festival's history. They will support the Artistic Director and Managing Director in overseeing producing and operations for the company in the 2021 summer at Boscobel House and Gardens and thereafter at HVSF's new, permanent home. The General Manager will ensure the implementation of production, administrative, and financial policies of The Festival and will provide analysis and strategy for the theater and its leadership both for annual operations and for the capital project. The General Manager reports directly to the Managing Director and Artistic Director and will work in regular collaboration with the Director of Production, Associate Artistic Director, Director of Finance, and Director of Marketing and Communications.

HVSF Mission Statement

Rooted in the landscape of the Hudson Valley, with the plays of William Shakespeare as our touchstone, HVSF engages the widest possible audience in a theatrical celebration of our shared humanity.

HVSF Core Values

Excellence
Inclusion
Generosity
Playfulness
Sustainability

About HVSF and Its History

Hudson Valley Shakespeare Festival is a critically acclaimed, professional, non-profit theater company based in Garrison, NY. The Festival has established a reputation for lucid, engaging, and highly inventive productions staged under its iconic, open-air Theater Tent overlooking the Hudson River at historic Boscobel House and Gardens. In recent years, the Festival has also ventured beyond the Tent, touring its work to other venues throughout the Hudson Valley, transferring productions to other theaters, engaging its community through radically participatory art-making, and reaching over 50,000 students and educators annually through its year-round Education programs. Over the years, HVSF's exuberantly irreverent productions have gained a devoted following. Critics from *The New York Times*, *The New Yorker*, and *The Wall Street Journal* have applauded the clarity, energy, wit, and imagination of our productions, and the unique and playful nature of the actor-audience relationship under the tent. Every summer, over 35,000 friends and supporters come together to enjoy vibrant productions in one of the most unusual and exciting performance venues in the American Theater.

HVSF was founded by Melissa Stern and Terry O'Brien in September 1987 with an outdoor production of *A Midsummer Night's Dream* at Manitoga, home of industrial designer Russell Wright, in Garrison, NY. The following year, Boscobel House and Gardens agreed to host HVSF's mainstage season on the estate's expansive grounds, and that summer's production of Shakespeare's *As You Like It* was performed under a tent overlooking the Hudson River. Under O'Brien's leadership, and with the enthusiastic support of our Board of Directors and community of patrons, HVSF grew dramatically. In 1994, we added a second show to our season. That same year, HVSF deepened its impact on the region by offering hands-on, performance-driven education programs to area schools. In 2004, we began to tour innovative Shakespeare productions to middle and high schools. In 2006, HVSF acquired a spectacular, custom-designed, open-air theater tent with seating for 540, establishing a performance venue unlike anything else in American theater. Terry O'Brien led the theater for 27 years, directing more than 30 productions, and stepped down as Artistic Director in December 2013. After a nationwide search for his successor, HVSF's Board appointed Davis McCallum as Artistic Director in May 2014. In 2015, HVSF's production of *A Midsummer Night's Dream* transferred to The Pearl Theatre Company in New York, where it earned rave reviews and garnered the company's first-ever Drama League Nomination.

In 2016, HVSF celebrated its 30th anniversary with its largest single project to date, a citizen-driven production of Thornton Wilder's *Our Town*, followed two years later by a citizen-driven world premiere of Seth Bockley's *Rip Van Winkle; or, Cut the Old Moon Into Stars*. In 2017, the Festival produced its first ever world premieres — Kate Hamill's *Pride and Prejudice* (a co-production with Primary Stages in New York) and Lauren Gunderson's *The Book of Will*. In 2019, HVSF produced its first-ever musical, an acclaimed revival of Sondheim's *Into the Woods*.

General Manager Job Description

The General Manager will serve as an integral part of HVSF's leadership team with significant responsibility for supporting the production of HVSF's repertory theater season -- operationally, administratively, artistically, and financially. They will also support executive leadership as a part of the capital planning and development with special research projects, oversight, and communication. This individual will work in collaboration with HVSF's leadership, Board, and staff as well as external stakeholders to enable artistic excellence, facilitate a seamless transition to HVSF's new home, and realize the organization's mission and values.

In addition, the General Manager will:

- Provide support and analysis for long-term strategic planning, capital planning, season planning, and production decisions with Managing Director and Artistic Director. Seek out and implement more efficient strategies to reach HVSF's long-term goals.
- Coordinate the efforts of all departments to meet the goals of the organization as set by executive leadership and the Board of Directors.
- Serve as the primary liaison for our artistic unions (AEA, SDC, and USA), negotiating and finalizing contracts for all artists each season within established budgets. Oversee Union fees, payroll, and benefits for visiting artists and contracted employees. Maintain a thorough knowledge of the work rules for any represented unions.
- Oversee facilities and operations needs for the organization, in collaboration with the Managing Director and Director of Production. This includes any facilities leases, utility contracts, and supporting the company's move to a new location.
- Support HVSF's ambition to become one of the most "green" theaters in America, helping the organization to transition into regular environmentally sustainable practices as a part of our move to a new home and our partnerships with local community organizations, the Broadway Green Alliance, and the Sustainable Production Toolkit.
- Ensure oversight and regular support of Company Management and Audience Services Management for continual improvement in service to artists and audience members.
- In collaboration with the Director of Production, oversee and maintain COVID and all workplace safety plans, as necessary, in accordance with union, state, and federal guidelines.
- Communicate with playwrights, commissioned artists, and rights holding agencies on all royalty or fee agreements for our productions and other artistic work.
- In partnership with the Managing Director, collaborate regularly with the Director of Finance and Director of Production reviewing monthly financials, supporting production budgets and capital project budgets, providing strategic analysis, and assisting in the annual production and organizational budgeting process while keeping a finger on the pulse of the capital project.
- Assist in supporting the annual independent financial audit with the Director of Finance, as needed.
- Support the Human Resources needs of the company in partnership with the Director of Finance and HVSF's professional employer organization, TriNet.
- Engage in industry analysis and keep abreast of best practices to ensure that HVSF's programmatic and operational objectives are in line within, or above, industry standards
- Assist in the producing of the HVSF2 new play development series, the Bake-Off Community Playwriting competition, and support the ongoing growth of HVSF's year-round artistic and community engagement programs
- Support HVSF in fostering our core values of Excellence, Inclusion, Generosity, Playfulness, and Sustainability and in our work to become an anti-racist institution.
- Other duties as assigned

Qualifications and Experience

- Degree in Arts Management or equivalent experience, Master's Degree a plus
- At least 5 years of experience in a fast-paced, performing arts organization
- Experience in General Management, or Financial Management a plus

- Understanding and comfort with union relations and LORT agreements
- Familiarity with theatrical budgets and planning processes
- Strong leadership abilities, planning, and strategic skillset
- Ability to stay calm under pressure in a fast-paced environment.
- Comfort in Microsoft Excel and in providing strategic responses and solutions to organizational issues
- A background with CRM database systems
- Excellent communication and relationship building skills with staff and Board Members
- Ability to manage to improve performance and motivate others

Terms and compensation

This is a full-time, year-round, salaried position, inclusive of benefits with a salary range of \$75-85,000 a year. It may require the ability to work nights and weekends. At this moment, all work at HVSF continues to be done remotely with a hope to return to in person work during the summer of 2021.

Instructions to Apply or Nominate

HVSF is an equal opportunity employer dedicated to building a culturally diverse and equitable environment and we strongly encourage applications from BIPOC (Black, Indigenous, People of Color) Candidates

To apply: please submit a cover letter, resume, and three references via email to kliberman@hvshakespeare.org