

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, 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. In late 2019, HVSF was offered 98 acres of land to create its first-ever permanent home, and make its next leap forward – from a seasonal festival into a year-round cultural anchor for the Hudson Valley region. The vision for the new campus is centered on cultural placemaking, community engagement, and environmental sustainability, each viewed through the lens of HVSF’s ongoing work focused on belonging, inclusion, equity, diversity, and anti-racism. HVSF is currently in the design phase for its new campus, including a permanent open-air theater designed by the celebrated architecture firm, Studio Gang.

HVSF seeks a highly motivated, skilled General Manager to support and lead the team at this exciting point in the Festival’s history. 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 the current capital project. The General Manager reports directly to Managing Director Kendra Ekelund and Artistic Director Davis McCallum and will work in regular collaboration with the Director of Production, Associate Artistic Director, Director of Marketing and Communications, and the Finance team.

About HVSF

Hudson Valley Shakespeare Festival is a critically acclaimed, professional, non-profit theater company based in Garrison, NY currently operating with a \$3M budget. The Festival has established a reputation for lucid, engaging, and highly inventive productions staged in rotating repertory under its iconic, open-air Theater Tent overlooking the Hudson River. 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 20,000 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 30,000 friends and supporters come together to enjoy vibrant productions in one of the most unusual and exciting performance venues in the American Theater. In 2021, HVSF was one of the first theaters in New York State to return to in-person programming after a dark season in 2020 due to COVID, with a production of James Ijames’ *The Most Spectacularly Lamentable Trial of Miz Martha Washington*. In 2022, HVSF moved to a spectacular new 98-acre home in Garrison, and welcomed audiences to productions of Anne Washburn’s *Mr Burns: A Post-Electric Play*, *Romeo & Juliet*, and Madeline Sayet’s *Where We Belong*.

At HVSF, inclusion is one of our core values. We are committed to dismantling oppressive practices and advancing the work of anti-racism throughout our entire organization. HVSF’s regular updates regarding the company’s work towards a more equitable future can be found here: [An Update on Our Anti-Racism Commitments & Actions – HVSF](#)

The Hudson Valley Shakespeare Festival operates on the unceded territory of the Lenape, Munsee, and Wappinger people, what is colonially known as Philipstown, New York. HVSF gratefully acknowledges their stewardship of this land in the past and present.

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

Job Description

The General Manager (GM) 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 in 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, and help realize the organization's mission and values in its new permanent home.

In addition, the General Manager will:

- Provide support and analysis for long-term strategic planning, capital planning, season planning, and production decisions with the 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 operational needs for the organization, in collaboration with the Managing Director and Director of Production. This includes any facilities leases, utility contracts, and safety/security policies and procedures.
- Advance HVSF's goal to achieve carbon neutrality by 2040 and become a national model for environmentally sustainable theatrical production and practices, by leading RFP and search process for sustainability consultants and nurturing partnerships with local community and industry partners (ex. Broadway Green Alliance, Sustainable Production Toolkit.)
- Ensure oversight and support of Company Management for continual improvement in service to artists and audience members.
- In collaboration with the Director of Production, regularly review and maintain all workplace health and safety plans, 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 Finance team and Director of Production in developing and monitoring budgets for productions and capital projects, reviewing monthly financials and providing strategic analysis.
- 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 aligned with, or exceeding industry standards
- Assist in the producing of the HVSF2 new play development series, the Bake-Off Community Playwriting competition, the Highland Lights processional event, and support the ongoing growth and development of HVSF's year-round artistic and community engagement programs
- Support the execution of the Tent Pole Commission program by contracting and tracking program payments.
- Support HVSF in fostering our core values of Excellence, Inclusion, Generosity, Playfulness, and Sustainability and in our ongoing work to become an anti-racist institution.
- Other duties as assigned by the Managing Director and Artistic Director.

Required Qualifications & Experience

- At least 5 years of experience in a fast-paced performing arts organization
- Experience in General Management, Arts Management, and/or Financial Management
- Understanding and comfort with union relations and LORT agreements
- Familiarity with theatrical budgets and planning processes
- Experience working with Excel, Quickbooks, and/or CRM database systems
- A commitment to living and working in the area.

Additional/Desired Qualities & Experience:

- A creative problem solver with the ability to provide strategic responses and solutions to organizational issues with an eye for efficiency.
- A strong leader with a growth mindset and the ability to manage change, motivate teams, and inspire outstanding performance from individuals.
- Inclined to work with calmness and clarity in rapidly changing environments.
- A great communicator and relationship builder at all levels: with peers, direct reports, and Board members.

Terms and compensation

This is a full-time, year-round, salaried position, inclusive of benefits with a salary range of \$80,000-90,000 a year. It will occasionally require the ability to work nights and weekends. HVSF hopes to have a new General Manager in place by mid-February 2023.

All HVSF staff are working in a hybrid fashion with some flexibility for remote work, balanced with the expectation for all team members to have an on-site presence in the office. The GM role holds significant oversight of operations and facilities at a place-based institution, and the majority of their duties are performed on-site.

Instructions to Apply

To apply, please submit a cover letter, resume, and three references via email to Managing Director Kendra Ekelund at kekelund@hvshakespeare.org. Your cover letter should include relevant experience, including any direct experience you've had with similar roles and institutions.

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. We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds.

Not sure you meet 100% of our qualifications? Research shows that men apply for jobs when they fulfill an average of 60% of the criteria. Yet, women and other people who are systematically marginalized tend only to apply if they meet every requirement. **If you believe that you could excel in this role, we encourage you to apply.**