



Job Title: Managing Director

Reports To: Board of Directors

FLSA Status: Nonexempt

Employment Status: Part-time, hourly W-2 employee

Compensation: \$23-\$27 per hour, commensurate with qualifications and experience

Estimated Time Commitment: 20-25 hours per week. Attendance at all Board, production, and staff meetings is required.

Prepared Date: October 2026

Approved By: Board of Directors

Approved Date: To be completed

JOB SUMMARY:

The Managing Director supports the mission and long-term sustainability of Children's Theatre of Southern Indiana (CTSI) by overseeing the organization's administrative, financial coordination, human resources, facilities, compliance, and operational systems. This position helps ensure that CTSI operates responsibly, transparently, and efficiently, with appropriate financial controls and organizational policies in place. The Managing Director works collaboratively with the Artistic Director, an equal leadership partner who also reports directly to the Board of Directors. Neither director supervises the other. The position works closely with the Board President, Treasurer, relevant Board committees, staff, contractors, volunteers, and community partners to support effective organizational operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Managing Director performs the following duties independently or in collaboration with the Artistic Director, Board of Directors, staff, contractors, and volunteers. Other duties may be assigned.

1. Financial Coordination and Accountability: Coordinate the annual budget development process with the Artistic Director, Board Treasurer, Finance Committee, and any contracted accounting or bookkeeping support. Monitor actual income and expenses against the Board-approved budget, prepare regular financial reports, support accurate recordkeeping, and promptly communicate variances or concerns to the Board.

2. Internal Controls and Payment Procedures: Maintain and administer Board-approved financial policies and internal controls, including invoice review, payment authorization, purchasing procedures, expense documentation, bank reconciliation coordination, and financial record retention. Ensure that no individual has unilateral control over organizational funds and that required Board approvals and additional authorized signatures are obtained before payments are made.

3. Payroll and Employment Administration: Coordinate payroll processes, timekeeping, employee records, onboarding and offboarding, and employment documentation with appropriate payroll, accounting, and HR resources. Support compliance with applicable employment requirements, including wage-and-hour rules, required notices, and recordkeeping. Ensure employees understand time-reporting and approval procedures.

4. Human Resources and Personnel Policies: Maintain and recommend updates to employee policies, procedures, job descriptions, compensation structures, and personnel practices for Board review and approval as appropriate. Coordinate recruitment logistics, onboarding, training records, performance-review schedules, and documentation of personnel matters. Work with the Artistic Director on staffing needs and role-specific performance matters within the approved governance structure.

5. Contracts, Vendors and Purchasing: Coordinate the procurement, negotiation, administration, and renewal of operational contracts and agreements, including maintenance, pest control, lawn care, internet, office services, and other administrative vendors. Regularly assess vendor performance, service needs, contract terms, renewal dates, and costs to ensure quality, value, and alignment with organizational objectives. Obtain competitive quotes or proposals as appropriate, evaluate alternatives when contracts are up for renewal, negotiate favorable terms and pricing, and make recommendations for vendor selection. Obtain required approvals before commitments are made and maintain an accessible record of organizational agreements, procurement activities, and contract renewal schedules.

6. Facilities, Safety and Insurance: Coordinate facility maintenance, access, utilities, insurance coverage, safety procedures, emergency planning, and required inspections or renewals. Maintain, review, and update emergency preparedness, safety, and continuity plans at least annually, ensuring that contact information, emergency procedures, vendor information, and other critical details remain current and accurate. Work with the Artistic Director and Production Manager to coordinate facility needs for classes, rehearsals, productions, and performances. Coordinate required safety training, inspections, and compliance activities as appropriate. Bring significant risks, repair needs, safety concerns, and insurance coverage questions to the Board promptly.

7. Administrative Systems and Registration: Oversee administrative infrastructure, including registration and enrollment systems, organizational records, shared calendars, communications systems, data management, and office procedures. Help ensure that systems are reliable, secure, accessible, and appropriately documented.

8. Compliance and Organizational Risk: Maintain a calendar of important filing deadlines, contract renewals, insurance renewals, grant-related administrative requirements, and other organizational obligations. Coordinate with qualified external professionals when legal, accounting, HR, or compliance advice is needed. Escalate significant risks or potential noncompliance to the Board.

9. Grant and Funding Administration: Collaborate with the Artistic Director and Board on grant budgets, financial documentation, contract requirements, expenditure tracking, and reporting. Help ensure grant funds are used for approved purposes and that financial records support required reports and audits or reviews.

10. Strategic Planning and Organizational Support: Work with the Artistic Director and Board in the development, implementation, and periodic evaluation of CTSI's strategic plan. Identify operational improvements and develop systems that support CTSI's long-term stability, effectiveness, and growth. Participate in annual budget development, organizational planning, fundraising strategy, resource development, and performance evaluation processes. Provide leadership in establishing organizational priorities, assessing operational effectiveness, and supporting continuous improvement initiatives that advance CTSI's mission, strategic objectives, and long-term sustainability.

11. Marketing, Communications and Community Engagement: Lead the development, implementation, and evaluation of organization-wide marketing, communications, audience development, and community outreach strategies that align with CTSI's strategic plan and annual operating goals. Develop and execute initiatives that increase community awareness, audience attendance, student enrollment, volunteer engagement, donor participation, sponsorship opportunities, and community partnerships. Coordinate marketing activities, promotional campaigns, and outreach efforts, ensuring priorities are translated into actionable plans, timelines, and measurable outcomes. Collaborate closely with the Artistic Director to promote productions, classes, camps, educational opportunities, and other programming to current and prospective participants and audiences. Establish and monitor key performance indicators to evaluate the effectiveness of marketing and outreach initiatives, including enrollment, attendance, donor engagement, volunteer recruitment, and other measures of organizational growth. Ensure that all marketing, communications, and community engagement activities support CTSI's mission, strengthen its organizational identity, promote accessibility, and contribute to its long-term financial sustainability.

12. Board Communication, Collaboration and Reporting: Attend all Board meetings, except when excused by the board or excluded from an executive session. Work collaboratively with the Board of Directors to support organizational priorities and implement Board-approved decisions. Provide the Board President, Treasurer, and Board committees with timely operational and financial information. Prepare reports and materials for Board meetings, communicate emerging needs or risks, and support clear documentation of decisions, approvals, and follow-up actions.

13. Collaboration, Community Partnerships, and Organizational Culture: Maintain respectful, timely communication with the Artistic Director, staff, contractors, volunteers, families, and community partners. Build and maintain collaborative relationships with other community theatre

programs, approaching them as partners rather than competitors. In coordination with the Artistic Director, see opportunities for mutual support, shared resources, cross-promotion, and joint initiatives that align with CTSI's mission and Board-approved policies. Support a collaborative workplace culture, clear role boundaries, reliable administrative support, and consistent implementation of Board-approved policies.

SUPERVISORY RESPONSIBILITIES:

The Managing Director coordinate administrative staff, contractors, and volunteers as authorized by the Board and as defined in approved job descriptions. This position does not supervise the Artistic Director; the two director positions are equal peers, and both report directly to the Board of Directors. The Artistic Director directly supervises the Production Manager. Any hiring, discipline, compensation, or other personnel actions must follow Board-approved policies and delegated authority.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the knowledge, skills, and abilities expected for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

COMPETENCIES:

Organization-related competencies

- **Communication:** Communicates clearly, accurately, and respectfully with the Board, colleagues, staff, contractors, families, and community partners.
- **Teamwork and Collaboration:** Builds positive working relationships, welcomes feedback, shares information, and supports collective goals.
- **Organizational Support:** Follows policies and procedures, completes administrative responsibilities accurately and on time, and supports CTSI's mission and values.
- **Confidentiality and Integrity:** Handles financial, personnel, donor, and organizational information appropriately and exercises sound judgment when accessing or sharing sensitive records.
- **Youth-Centered Practice:** Demonstrates patience, sound judgment, appropriate boundaries, and a commitment to a welcoming and developmentally appropriate environment for children and youth.
- **Inclusion and Accessibility:** Promotes inclusive, welcoming, and accessible organizational practices, programs, communications, facilities, and community engagement activities that support participation by individuals with diverse backgrounds, abilities, and experiences.

Job-related competencies

- **Financial Stewardship:** Demonstrates strong knowledge of nonprofit financial management, including budgeting, financial accounting principles, fund accounting, forecasting, audit readiness, and financial reporting. Ensures appropriate internal controls, segregation of duties, risk management practices, policy compliance, and accurate financial documentation are maintained. Utilizes financial data and analysis to support strategic decision-making, organizational accountability, regulatory compliance, and the long-term fiscal health of the organization.
- **Organization and Attention to Detail:** Maintains reliable systems, accurate records, deadlines, schedules, and contract information.
- **Planning and Project Management:** Coordinates multiple projects, priorities, people, and organizational initiatives; establishes timelines, communicates progress, tracks deliverables, allocates resources effectively, and adapts to changing organizational needs and priorities.
- **Problem Solving and Risk Awareness:** Identifies operational, financial, compliance, facilities, and organizational risks; gathers relevant information; evaluates alternatives; implements practical solutions; and escalates significant concerns appropriately.
- **Resource Stewardship:** Works within Board-approved budgets, evaluates costs and benefits, seeks responsible use of organizational resources, and communicates financial implications of operational and strategic decisions.
- **Leadership and Accountability:** Establishes clear expectations and procedures, promotes accountability, follows through on commitments, supports consistent policy implementation, provides performance feedback, and maintains professional boundaries while fostering a positive and mission-focused work environment.
- **Strategic Planning:** Contributes to the development, implementation, and evaluation of organizational strategic plans. Aligns operational priorities, resource allocation, and organizational initiatives with CTSI's mission, strategic objectives, and long-term sustainability.
- **Performance Measurement and Continuous Improvement:** Establishes, monitors, and utilizes key performance indicators (KPIs), organizational metrics, and operational data to assess effectiveness, measure progress toward goals, support informed decision-making, and drive continuous improvement across the organization.
- **Marketing and Community Engagement:** Understands marketing, communications, audience development, enrollment growth, community outreach, donor engagement, sponsorship development, and relationship-building strategies. Uses data, community feedback, and organizational goals to strengthen awareness, participation, partnerships, and organizational impact.
- **Contract and Vendor Management:** Effectively manages vendor relationships, procurement activities, contract negotiations, renewals, and service agreements.

Evaluates cost, quality, risk, and organizational needs when making recommendations regarding vendors and contracted services.

- **Adaptability:** Works effectively in a small nonprofit environment where priorities and workload may vary throughout the theatre season.

EDUCATION AND/OR EXPERIENCE:

A bachelor's degree in business administration, nonprofit management, accounting, human resources, operations, or a related field is preferred. Equivalent combinations of education, relevant experience, and training may be considered. Experience in nonprofit administration, budgeting, bookkeeping or financial reporting, HR or payroll coordination, facilities management, contract administration, or organizational operations is preferred. Experience working with a nonprofit Board of Directors and familiarity with internal controls, restricted funds, grant administration, and small-organization systems are strong assets.

LANGUAGE SKILLS:

Ability to communicate clearly and professionally in written and spoken English; prepare financial and operational summaries, policies, procedures, and correspondence; explain processes to staff and volunteers; and communicate effectively with the Board, vendors, families, and community partners.

MATHEMATICAL SKILLS:

Ability to perform basic arithmetic and work accurately with budgets, invoices, payroll information, percentages, expense reports, and financial summaries. Ability to identify discrepancies and maintain accurate financial and administrative records.

REASONING ABILITY:

Ability to define operational problems, collect and verify information, establish facts, evaluate options, and draw sound conclusions. Ability to manage confidential matters, interpret policies and contract terms, coordinate multiple deadlines, and know when to seek advice from qualified accounting, legal, HR, or insurance professionals.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Any background checks, child-safety training, mandated-reporter training, CPR/First Aid certification, or other credentials required by CTSI policy, applicable law, a facility, or a funding agreement must be completed and maintained as applicable to the position.

OTHER SKILLS AND ABILITIES:

Ability to use common workplace technology, including email, calendars, word-processing and spreadsheet software, online registration and payment systems, payroll tools, shared file systems, and other administrative platforms used by CTSI. Must be able to maintain accurate records, protect confidential information, adapt to changing priorities, and coordinate work across staff and volunteer roles. The position requires sound judgment, reliability, discretion, and a commitment to transparent and responsible nonprofit management.

PHYSICAL DEMANDS:

The physical demands described here are representative of those required to perform the essential functions of the job. Reasonable accommodations may be made. The position requires periods of sitting, standing, walking, speaking, listening, and moving between office, classroom, rehearsal, and performance spaces. Some activities involve moving or carrying supplies, costumes, scripts, props, set pieces, or program materials.

WORK ENVIRONMENT:

Work takes place in an office, theatre, classroom, backstage area, or other CTSI or community location. The position requires occasional evening or weekend work to support Board meetings, performances, events, or urgent operational needs. Workload may vary by season and organizational deadlines. The Managing Director is expected to collaborate closely with the Artistic Director and Production Manager and to follow all applicable CTSI policies, including those related to child safety, facility use, financial controls, and emergency procedures.

SIGNATURES:

Employee's Printed Name

Board President's Printed Name

Employee's Signature / Date

Board President's Signature / Date