

## *Cleveland Public Theatre*

### *is Hiring an Assistant General Manager*

Cleveland Public Theatre (CPT) is hiring an Assistant General Manager, which is a core part of the CPT staff and will make a meaningful contribution to life at CPT and its success. CPT will be accepting applications for this position through Friday, March 26th.

#### **Assistant General Manager Job Description**

CPT is hiring an Assistant General Manager. This role requires flexibility, initiative, and curiosity about how things work and reports to the CFO/General Manager (GM). The role is responsible for providing day-to-day support to the CFO/GM and includes project-based assignments and problem-solving situations that reflect the GM's portfolio of responsibilities. As a result, assignments may include facilities issues, I.T. management issues, procurement issues, vendor management and assessment, product, services, and software research, event logistics, office management, and more. As an operational role, this position will interact and provide support to all staff members and should have a strong "customer service" attitude. Candidates should be excited about solving problems with limited direction, self-teaching new skills, conducting research, quickly communicating the results, and recommending courses of action. Constant re-prioritizing is a key skill. Possible candidates see themselves as a "pinch-hitter" who is comfortable shifting between departments, roles, and issues. Candidates are entry-level or early career managers with an eye towards organizational leadership.

Salary range is \$32k to \$38k based on work experience. Benefits include health insurance and paid time off. Anticipated start date is Monday, May 17th.

#### **CPT Staff Description**

CPT cares passionately about reflecting our community and pursuing diversity at all levels of the organization. CPT has a demanding work environment with long, intense hours, but we have fun and love what we do. We value hard work, kindness, generosity, passion, and grace-under-pressure. For applicants considering relocation to Cleveland: our city is an excellent community to live in with top-notch arts and culture, a vibrant theatre scene, beautiful public parks, a great lake, and VERY affordable housing.

#### **Overall Responsibilities**

- **Range of Responsibilities**
  - Vendor management and assessment
  - Procurement and purchasing
  - Product, services, and software research
  - Special event logistics
  - Special projects
  - Office management
  - Assist with facilities management projects and issues
  - Small and large renovation project support
  - Assist with I.T. vendor management (see below)
  - Accounts payable management (see below)
  
- **Assist in the Management of Information Technology Infrastructure (4-8 hours per week)**
  - Coordinate with an outside I.T. vendor on behalf of staff including:
    - Track the use and functionality of guest laptops and other I.T. equipment
    - Participate in the planning of I.T. initiatives & purchases
    - Conduct staff orientations on I.T. resources

- **Accounts Payables Management (10-15 hours per week)**
  - Conduct accounts payables entry
  - Conduct staff credit card activity entry and monthly reconciliation
  - Manage vendor billing and payments
  
- **Other**
  - Assist and support the CFO/GM with a range of institutional issues, special projects, and strategic initiatives. (e.g.: assessment and selection of key vendors, negotiation of vendor contracts, review and improvement of I.T. capabilities, analysis of facility use and efficiency, renovation planning and management)
  - Office management duties as assigned. (Management of office supplies, copier vendor, etc.)
  - Other duties as assigned
  - Act as the CFO/GM's representative as required
  - A commitment to centering antiracist and anti-oppressive practices in their work

## Qualifications

The ideal candidate will be able to demonstrate the following:

### Skills

- Strong writing and communication skills, especially around email correspondence and follow-up
- Strong knowledge of Microsoft Office suite
- Microsoft Windows "Power-User"
- Comfort with Adobe Acrobat and Adobe Sign
- Comfort with a range of standard office equipment
- Paper and electronic filing skills
- Formal training in theatre arts management, theatre production, communications field, or a writing discipline

### Experience

- Some experience in a theatre arts organization
- Some experience negotiating vendor contracts or contractor agreements
- Experience moving between different types of projects and tasks in the course of a day
- Experience working with vendors outside an organization
- Demonstrated project management or project management-like experience
  - (For example, coordinating schedules and deadlines between people, assigning tasks, maintaining task lists, following up with people on assignment progress and holding them accountable, assessing project completion)
- Notable and demonstrated experience in *at least two* of the following four areas:
  - Facilities management or home maintenance and repair
  - Information Technology (that is, computer and network use and management)
  - Office management
  - Bookkeeping or data entry

**Qualities and Personality**

- Attention to detail and accuracy while working on multiple projects and tasks
- Able to work efficiently and calmly in a fast-paced environment
- Able to re-prioritize tasks as they arise
- Genuine interest in the arts and knowledge of live theatre
- Highly organized and self-motivated
- Energetic, enthusiastic, and always willing to see projects to completion

Review of candidates will begin immediately and will continue until position is filled. To apply for the position, send an email to Denis M. Griesmer, CFO/General Manager, at [careers@cptonline.org](mailto:careers@cptonline.org), by end of day March 26th. Subject line should read: [LAST NAME], Assistant General Manager. The email should include two attachments: a resume, and a two-page cover letter describing your history, passion, why you are interested in this position, and what you have to offer. Candidates may be asked to provide additional materials after original application.

**No phone calls, please.**

*CPT is a nationally recognized center for contemporary performance. Its mission is to raise consciousness and nurture compassion through groundbreaking theatre and life-changing education programs. CPT implements this mission through its annual theatrical season, featuring between eight to ten adventurous professional productions and a robust series of new play development programs that support writers and devisers at multiple points in the creative process. CPT's acclaimed education programs engage communities in devising new works that speak to contemporary issues and empower participants to work for positive change in our community. CPT is home to resident community ensembles Teatro Público de Cleveland and Masrah Cleveland Al-Arabi, and CPT annually presents Station Hope, a large-scale community arts festival. CPT's annual budget is around \$1.8 million a year. CPT has 16 full-time staff members.*