

LA JOLLA PLAYHOUSE

JOB DESCRIPTION

The Playhouse is a not-for-profit, professional theatre in residence situated on the magnificent campus of the University of California, San Diego. Under inspired leadership, La Jolla Playhouse has become the place to see what's next on the American theatre landscape. The Playhouse's brilliant and innovative productions of new plays and musicals, including 75+ world premieres, 44 commissions and 38 American or West Coast premieres, have merited over 300 major honors, including 35 Tony Awards for its 28 productions that have [transferred to Broadway](#), and the Tony Award for Outstanding Regional Theatre.

POSITION TITLE:	General Manager
DEPARTMENT:	General Management
F/T OR P/T:	Full-time w/ benefits
CLASSIFICATION:	Salaried
FLSA STATUS:	Exempt
REPORT TO:	Managing Director and Artistic Director

STATEMENT OF JOB:

With the Managing Director, serve as administrative leader to staff. Negotiate and draft contracts; manage relationships with Actors' Equity Association (AEA), Society of Directors and Choreographers (SDC), American Federation of Musicians (AFM), the League of Resident Theatres (LORT) and UC San Diego; participate institutional budgeting process; oversee Human Resources and Company Management; supervise the Associate General Manager and the Company Manager.

ESSENTIAL DUTIES:

- Negotiate or oversee negotiations of contracts for all creative teams
- Negotiate and draft commissioning agreements, licensing agreements, co-production agreements, enhancement agreements, casting director agreements and other production related agreements
- Stay current with LORT bargaining agreements and represent the Playhouse to LORT, Actors Equity Association, SDC and the American Federation of Musicians
- With the Director of Finance oversee compliance with risk management portfolio, employee benefit plans and liability insurance policies
- Oversee the generation of compliance forms and reports/correspondence between the Playhouse and the unions with which the Playhouse has collective bargaining relationships
- Supervise the Associate General Manager and the Company Management Department

- Participate in interviewing/hiring process for direct reports and other key and/or miscellaneous positions
- Appraise staff annually through formal process and oversee direct report appraisals.
- Oversee the generation of royalty reports and payments
- Oversee the generation of forms/reports/correspondence between the Playhouse and TCG and the Playhouse and LORT
- Work with the Production Manager to develop season budgets and budget tracking
- Review most institutional contracts prior to Playhouse execution
- Attend Board of Trustee meetings and certain Board committee meetings and senior staff meetings
- Work closely with senior artistic and administrative personnel and act on behalf of the Managing Director in her absence
- Serve on senior leadership team, supporting, informing and executing overall organizational strategy and tactics
- Serve as first contact for Staff relating to Human Resource matters
- Supervise the work with child actors and adhere to child labor laws
- Obtain music rights licenses and process immigration/visa documentation
- Regular and predictable attendance
- Any other duties as assigned

ADDITIONAL DUTIES:

- Assist as needed on special projects
- Attend opening nights, special events and assist in donor relations

EDUCATION & EXPERIENCE REQUIRED:

- BA in Theatre or related field
- 5-10 years arts management experience which includes direct supervisory experience and contract negotiation and drafting experience.
- Stay current on Human Resources laws and regulations

SKILLS AND ABILITIES:

- Outstanding verbal and written communication skills
- Capable of handling multiple projects and prioritizing appropriately
- Demonstrate proficiency with computer skills
- Maintain confidentiality and security of patron information as well as the Playhouse's confidential information
- Able to interact well with a variety of personalities and individuals including staff, patrons, Trustees, high-level donors and government officials
- Able to foster a cooperative work environment; able to influence others to perform their jobs effectively
- Often required to work on any day of the week including evenings

In addition to the duties listed above, the Playhouse expects the following of each employee: adheres to Playhouse policies and procedures; work in a safe manner; perform duties as workload necessitates; maintain a positive and respectful attitude; communicate regularly with supervisor about department issues; demonstrate efficient time management and prioritize workload; demonstrate regular and consistent attendance and punctuality; meet department productivity standards; participate in Playhouse events as needed or required; and complete other duties as assigned.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.