

General Manager

Bay Street Theater – Sag Harbor, New York

Background

Now entering its 30th year, the Bay Street Theater is one of Long Island's preeminent performing arts organizations. Its Sag Harbor location has long been an artistically vibrant and diverse community, and a home to actors, playwrights, and artists.

Founded in 1991 by Sybil Christopher, Emma Walton Hamilton, and Stephen Hamilton, Bay Street Theater is a year-round, not-for-profit professional regional theater and community cultural center. Under the leadership of Scott Schwartz and Tracy Mitchell, and boasting a national profile, Bay Street Theater has premiered and developed plays and musicals that ultimately moved to Broadway, Off-Broadway and regional theaters across the country. Notable productions have included *Grey Gardens*, *As You Like It*, *My Fair Lady*, *Nobody Don't Like Yogi*, *Hedda Gabler*, *Love Janis*, and numerous others. The organization is equally driven by its commitment to its community, offering educational and professional development programs, and serving as a year-round social hub for locals and visitors alike.

Since its founding, Bay Street Theater has also served as a beloved educational and cultural catalyst for the East End, growing its arts education programs to serve more than 3000 students each year and partnering with more than 30 local non-profits annually. The Theater is also the leading economic driver for the village, drawing 50,000 visitors annually to the restaurants, stores, and hotels in its historic center.

The Bay Street Theater has just announced that it is creating its first purpose-built home that will feature multiple theaters and spaces for the development of new work, dedicated education facilities, and outdoor performance and public spaces. The celebrated Theater's new home will be built on a newly acquired site at the entrance to historic Sag Harbor that runs continuously with John Steinbeck Waterfront Park, transforming what is currently a commercial space into a community resource. Bay Street plans to break ground in late 2021 with completion currently anticipated for 2023.

Currently the full year-round staff at Bay Street Theater consists of 14 FT and 2 PT, while the Mainstage summer staff grows to nearly 65 with actors, summer interns and design teams for each production. Bay Street Theater & Sag Harbor Center for the Arts (BST) is a year-round, not-for-profit 299 seat LORT C professional theater and community cultural center

Job Summary

Bay Street Theater is seeking a new General Manager. This full-time salaried position is a leadership position who will work closely with the Executive Director and Artistic Director in managing, steering and shaping the company in a time of exciting growth.

The General Manager will have direct responsibility for the business, administrative, and operational management of the organization. This person must be skilled at budget oversight and financial planning, detail oriented, and well organized, with a demonstrated ability to establish priorities and achieve results. Experience in performing arts organizations is key. The General Manager will be a dynamic individual with demonstrated leadership skills who is knowledgeable and passionate about the arts and the mission of Bay Street. In addition, they must be a highly intelligent, ambitious, energetic, creative, and strong, roll-up-your sleeves manager, as well as an effective communicator. They must be able to

work collaboratively with leadership and staff to promote an open, inclusive environment that emphasizes cooperation and teamwork with a minimum of ego.

Reports To

Executive Director

Responsibilities

- Provide oversight of and direction for Bay Street's day-to-day operations
- Supervise all contractual negotiations and monitor contractual compliance with vendors, unions, artists, contracted workers, etc.
- Supervision of departments including HR, Production, Finance and Box Office
- Lead labor negotiations in consultation with legal counsel, Finance team and Company Mgr.
- Approve and supervise all institutional staffing changes including consultants and part-time labor
- Develop annual operating budget with input from ED, AD and Production Mgr.
- Management of annual budget for leasing, production, operations
- Oversee the purchase of equipment and develop usage and maintenance policy
- Responsible for smooth operation of all events/performances
- Management of capital projects in partnership with capital team
- Negotiate health, liability, D&O and Workers Comp insurance
- Responsible for all bookings and contracts during winter and spring months
- Work with senior staff on key operational initiatives as well as lead the development and implementation of annual and long-term strategic plans
- Provide contractual support to programming partners

Qualifications

- Bachelor's Degree; Advanced degree a plus
- Minimum 8 years relevant experience; Experience in a performing arts organization a must
- 3+ years' experience as GM or Assistant GM in a professional theater or similar capacity;
- Experience with capital campaigns and projects a plus
- Strong verbal, written and interpersonal communication skills
- Excellent time management, organizational, supervisory, and creative problem-solving skills in facility operations and business issues required to support a multifunctional cultural or other nonprofit institution or corporation
- Experience with contracts and labor negotiations
- Comfort level with balancing multiple ongoing issues and changing circumstances
- Knowledge of current trends in social media and direct mail a plus
- Proficiency in Microsoft Office and Database Management software and utilization
- Bright and diplomatic communicator while working with the highest level of personal integrity.
- Sound judgment, high emotional intelligence, and a sense of humor

Send resume with cover letter and salary requirements, (along with 3 industry references) to kim@baystreet.org

NO PHONE CALLS PLEASE