

**Ensemble Studio Theatre - Los Angeles** is currently inviting applications for the position of Managing Director.

Ensemble Studio Theatre/LA is one of Los Angeles' premiere developmental and producing theaters and an offshoot of the renowned New York company that developed many of the most accomplished voices in the American theatre, including Christopher Durang, Richard Greenberg, David Mamet, Marsha Norman, José Rivera, Shel Silverstein, John Patrick Shanley, and Wendy Wasserstein.

Ensemble Studio Theatre, The L.A. Project (known as Ensemble Studio Theatre/LA or EST/LA) was founded by Curt Dempster and established under Co-Artistic Directors Risa Bramon Garcia and Debra Stricklin in 1992. Under the fiscal umbrella of the New York company, the group's early programming included monthly "salons" at members' homes around Los Angeles, and weekend artistic retreats.

Since its founding EST/LA has gone on to become a well-respected non-profit producing organization operating under the 99-seat theatre code, garnering numerous awards for productions at venues across Los Angeles. Most recently, under the artistic leadership of Gates McFadden, the company has found a home at the newly minted Atwater Village Theatre - a theatre complex housing two 99-seat theaters, as well as a cabaret along with rehearsal and office space. The inaugural season was a huge success with world premiers by Nicholas Kazan and Tom Jacobson, garnering numerous accolades including an Ovation Recommendation for Jacobson's HOUSE OF THE RISING SON.

In addition to fully produced world premiers, EST/LA dedicates itself to developmental projects. The on-going 'Sunday Best' series, which gives members and newcomers a monthly forum to hear new and revised work, try out material, and get encouraging feedback and the Playwrights Unit, which meets weekly, to aid member writers in their creative process, two new developmental programs were added to the slate in 2007: 'Studio 6,' a series of workshop productions of new plays initiated by the membership, and 'Play Day,' a day-long retreat featuring readings of work developed within EST/LA's Playwright's Unit.

As a non-profit theatre EST-LA is run entirely by a volunteer force. Staff positions receive stipends and three quarters of members contribute financially to the running of the company. As such, the Managing Director position is not a full time job but rather will comprise ten to twenty-five hours a week (more hours during productions). Unlike other comparable positions, the Managing Director will have office space available to him or her twenty four hours a day at the theater and will receive all the benefits of membership. The stipend will be determined according to qualifications of the individual. Projected annual stipend is \$10,000 to \$15,000 based upon experience.

The Managing Director will work closely with the Artistic Director and the Board of Directors to dynamically lead the company forward in a time of great challenge change and growth.

Among the challenges are:

- Working to help build our audience and presence both on a local and national level.
- Building unity and continuity between the company and its artistic leadership, helping improve communication between members and staff.
- Keeping the company fiscally responsible to its membership in order to further its artistic goals.
- Helping to increase revenue through budgeting and developing new revenue streams through grants and donations.

The Managing Director is responsible for the administrative and fiscal oversight and operations of the company. He/she is the chief officer in charge of earned and contributed revenue streams and oversees all expense disbursement (has check writing authority - checks over \$1,000 are co-signed). The Managing Director supervises the Accountant, Bookkeeper, Communications Manager, Administrative Interns, Ad Sales Team, Membership Coordinator and Grant Writer.

#### Desired Qualifications

- Passion and interest in hands-on theatre and arts management.
- Demonstrated knowledge or interest in learning about issues facing non-profit theatre management, including facilities maintenance, capital building, audience development, branding and marketing, budget maintenance and day-to-day functionality.
- Strong organization and time management skills, as well as computer literacy and experience with QuickBooks, Excel, Patron Manager and website maintenance (ideally).
- Strong budgetary and financial management skills as evidenced by past experience and accountability.
- Extensive experience working with artists, actors, designers, directors as well as management staff. Understanding of a familiarity with contractual requirements for production of theatrical events.
- Understanding and experience of the Los Angeles theater community and ability to help expand the audience base for EST-LA's new home in Atwater Village or interest in learning.

#### Desired Characteristics

- Collaborative and hands on leadership style helping to foster the atmosphere of mutual respect and understanding and volunteer-ship within the company.
- A good listener and quick learner
- Passion for theatre
- Sense of humor

Please send resumes to [info@ensemblestudiotheatre.org](mailto:info@ensemblestudiotheatre.org) and visit our website for more information on the company and our most recent and upcoming productions. [www.ensemblestudiotheatre.org](http://www.ensemblestudiotheatre.org).