



Transport Group Theatre Company
Executive Director Job Description
June 1, 2019

Organization

Transport Group (“TG”) is a not-for-profit, off-Broadway theatre company in New York City that stages new works and re-imagines revivals by American writers. Our visually progressive productions of emotionally classic stories explore the challenges of relationship and identity in modern America. Founded in 2001 by Artistic Director Jack Cummings III, we have produced 30 mainstage productions, including plays and musicals, new works and revivals. We are the recipients of a special Drama Desk Award for our “breadth of vision and presentation of challenging productions” as well as a special citation from the New York Drama Critics’ Circle and an Obie Award for continued excellence in New York Theatre.

Position

Transport Group seeks a new Executive Director. The Executive Director is the chief executive officer of the organization who serves, with the Artistic Director, as the public face of TG and reports directly to the Board of Directors. This individual will lead the operations and safeguard the overall well-being of the organization, giving special attention to overseeing our expected growth and expansion, fundraising initiatives, and financial health, stewarding donors and stakeholders, and executing on the organization’s strategic priorities. A successful candidate will ensure that the organization and its activities function in accordance with our mission and the directives of the Board of Directors. As the chief executive of the organization, the Executive Director will be accountable for the administrative and financial operations of TG and the effective management of its staff and volunteers.

This is a full-time position expected to be filled in Fall 2019.

Transport Group Staff

The Executive Director will work in partnership with Transport Group’s Artistic Director and founder, Jack Cummings III, and will report to the TG Board of Directors (the “Board”). TG is in the midst of an administrative expansion. Staff reporting to the Executive Director will include:

- Artistic Producer (full-time; with TG since 2011)
- Development Manager (full-time; with TG since 2018)
- Marketing Manager (new full-time position, to be filled Summer 2019)
- Finance Manager/Bookkeeper (open part-time position, to be filled Summer 2019; current TG bookkeeper moving out of state)



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- Marketing/Development/Admin Associate (part-time; with TG since 2018)
- Grant Writer (part-time; with TG since 2007)

Roles and Responsibilities

Vision, Strategy, and Leadership

- Partner with the Artistic Director and Board to set the strategic goals, priorities, and values for the company
- Provide leadership to developing the staff and Board of the organization and represent the organization in the theatre community
- Lead the creation of and oversee the implementation of a Strategic Plan
- Develop an organizational culture that supports cohesive, creative, and productive relationships with a variety of strategic partners and stakeholders

Board Development and Governance

- Engage with Board members to implement best practices, structures, and systems, including at quarterly Board meetings, and 3-4 executive Board meetings per fiscal year
- Partner with the Board to ensure strong fiscal health and effective governance
- Maintain a strong working relationship with the Board, encouraging all members to be active participants and organizational ambassadors
- Communicate with and engage the Board regularly in company activities and operations

Fundraising & Relationship Management

- Direct the organization's fundraising efforts, supervising the Development Manager in coordinating all fundraising activities, events, and campaigns
- Continue to deepen donor base and steward relationships with donors
- Explore ideas or programs with additional revenue potential for the organization (online auctions, relationships with commercial or off-Broadway partners, etc.)
- Supervise the Development Manager in the ongoing maintenance of the organization's donor management/CRM database and donor lists and data

Marketing, Communications and Audience Development

- Oversee the organization's branding, ensuring it is aligned with TG's mission and aesthetic
- Supervise the Marketing Manager in guiding all marketing/PR/advertising initiatives to raise the organization's profile, build audiences, and sell tickets
- Supervise the Marketing Manager in implementing all audience development, marketing, advertising, social media, and box office activities
- Supervise the Marketing Manager's development and execution of the marketing plans for each production or event
- Supervise the Marketing Manager's development and execution of the organization's communications strategy



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Production Support

- Supervise the Artistic Producer in the general management of each production and the creation of an annual production calendar, production budgets, and hiring of production staff
- Supervise the Artistic Producer in union negotiations and relationships
- Oversee the Artistic Producer's monitoring of production budget spending
- Supervise the Artistic Producer in the negotiation and signing venue contracts, employment agreements, production agreements, etc.

Administration, Human Resource & Finance Management

- Lead the organization's financial planning, including budget development, monitoring, and reporting as well as cash flow monitoring and reporting
- Supervise the Finance Manager in working with outside accountants to complete the annual audit
- Hire, train, supervise, and evaluate staff
- Supervise the Finance Manager/Bookkeeper in managing payroll and employment agreements
- Monitor the organization's insurance portfolio to ensure proper coverage
- Supervise the Finance Manager/Bookkeeper in maintaining the company's books
- Supervise the Finance Manager/Bookkeeper in securing and managing the organization's health insurance coverage

Traits and Characteristics

The successful candidate will be an inspiring leader with the ability to set, pursue, and reach goals aligned with the strategic plans of the organization. The individual will excel in creative thinking, possess the ability to see the big picture, and will approach problem-solving with calm and flexibility. Adept at multitasking, this individual must be willing to adapt to changing circumstances, have the ability to operate successfully within TG's resources, be highly detail oriented, and have excellent communication and relationship skills. The successful candidate will be a people-oriented leader who inspires excellence in colleagues, provides vision to the team, and mobilizes others to fulfill organizational goals and objectives. The individual will also be resourceful and receptive, bringing energy, optimism, and a positive outlook to the organization. Finally, the successful candidate will be passionate about TG's work, serve as a partner to the Artistic Director, and will have impeccable character and integrity, and a demonstrated commitment to diversity and inclusion.

Other key competencies of a successful candidate include:

- **Problem Solving Ability and Resiliency** – The dexterity to anticipate, identify, and overcome obstacles, including the identification of multiple components of challenging issues, relationships between people, and steps needed to achieve optimum solutions



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- **Personal Accountability** – The competence to prioritize and complete necessary tasks to meet or exceed the mutually agreed-upon expectations of the role and to assume accountability for leadership actions
- **Planning and Organizing** – The capacity to utilize logical, systematic, and orderly procedures to meet objectives, prioritize tasks, and develop procedures, processes, and systems that address accuracy, efficiency, and productivity

Qualifications

Qualified applicants must have a bachelor's degree (master's degree preferred) plus a minimum of five to seven years of related management experience in nonprofit arts administration. A successful track record in fundraising and leadership best practices is expected. Requirements include strong written and oral presentation skills, high-level financial management acumen, expert familiarity with Microsoft Word and Excel, and high-level knowledge of, or the ability to quickly learn, software products and databases utilized by TG, such as Google Drive, OvationTix, 501Auctions, Dropbox, etc. The successful candidate must have a passion for working in the Off-Broadway theatre community.

Compensation and Benefits

TG offers a salary competitive with similar organizations.

TG is currently evaluating healthcare benefit programs to be implemented during FY20 (July 1, 2019-June 30, 2020).

Applications and Inquiries

Please submit a letter of interest, together with your resume, to: jobs@transportgroup.org.