



General Manager

ABOUT A NOISE WITHIN

A Noise Within has been called “an oasis for those who love classic stories” by Los Angeles Times and is a leading regional producer based in Pasadena, Calif. ANW’s award-winning resident company is committed to representing the entire community at their state-of-the-art, 324-seat performance space. In addition to producing world-class performances of classic theatre, the organization runs robust [education programs](#) with the goal of inspiring diverse audiences of all ages, and a community-centered program – [Noise Now](#) – that expands our family by engaging with our neighboring communities and peer organizations.

ANW believes in working hard on our anti-racist practice across the whole organization. By interpreting our mission to fully engage audiences through community and artist-centered work in multiple creative disciplines, ANW is striving to be a theatre that better serves our entire community.

GENERAL POSITION DESCRIPTION

A Noise Within seeks to fill the position of General Manager with a passionate and dedicated leader. The General Manager maintains a broad overview of the operations of the organization, supporting the Managing Director and partnering with the Production Manager in the running of an ambitious and growing theatre. The General Manager will be responsible for elements of company management, contracting artists, human resources, facilities management, and finance. As with all staff, the General Manager will also have a role in implementing and contributing to ANW’s Strategic Plan and Anti-Racism Action Plan.

RESPONSIBILITIES

Administration

- Support Managing Director and Producing Artistic Directors in administration and governance of ANW
- Support and coordinate activities for achieving strategic plan objectives and goals
- Collect and report company data to TCG/DataArts and provide analysis for management use
- Coordinate IT maintenance with outside vendor
- Oversee Office Assistant with office processes such as filing, supplies ordering, and scheduling
- Generate materials and record minutes for Board and Committee meetings as needed

Production

- Prepare onboarding materials for all seasonal employees and oversee online HR portal
- Draft and execute contracts for all designers, directors, and other production crew
- Communicate with union representatives, negotiate with actors and agents, complete and submit union contracts and paysheets, license royalty reports, etc.
- Develop and maintain annual Production Budget with Production Manager
- Assist with producing duties for “one off” events hosted at ANW

Human Resources

- Develop, maintain, and run processes for company recruitment, hiring, and onboarding for new employees with Managing Director
- Schedule and collect completion information for required staff trainings

Finance

- Support Finance Team in maintaining accounting system (Quickbooks) and check processing
- Review incoming statements as part of finance separation of duties
- Complete monthly gen ops Amex reconciliations

Facilities

- Coordinate facilities maintenance with Production Team and outside vendor
- Solicit and evaluate bids with MD for major repair/upgrade work

Front of House

- Oversee the House Manager for the effective running of the Front of House and concessions operations to ensure an excellent experience for our patrons

QUALIFICATIONS AND QUALITIES:

- 3+ Years performing arts administration in General Management or Company Management experience preferred; nonprofit experience a plus
- Demonstrated experience with contracts/negotiation, communication with artists, analysis of data, and ability to work well both independently and with others required; HR, operations management, and/or IT management experience a plus
- Excellent detail orientation and organizational skills
- Demonstrated commitment to equity, diversity, and inclusion initiatives and values, and to an anti-racist work culture
- Proficiency in Microsoft Office suite required; familiarity with database programs such as AudienceView, Tessitura, Spektrix, etc. a plus
- Evening and weekend availability for performances, opening nights, and other events is required

COMPENSATION & STRUCTURE:

- The position is full time, exempt with a salary of \$70,000 annually
- Reports to: Managing Director
- Direct Reports: Office Assistant (to be hired), House Manager
- Key Collaborations: Core Leadership Team, Production Team, and Artistic Teams for each Redmond Stage show
- ANW works on a hybrid structure with at least 3 days present and 2 days remote; evening and weekend work will be required.

BENEFITS:

- Company-paid HMO (employees may “buy up” to additional offered coverage)
- 11 paid holidays and one floating day
- Paid vacation and sick time

- Company-matched benefit savings plan

START DATE: Flexible

To apply, please send a cover letter and resume to mbateman@anoisewithin.org. Please include “General Manager–Candidate Last Name” in the subject line. Please, no follow up calls. We invite candidates to review our anti-racism efforts here: www.anoisewithin.org/equity-diversity-inclusion-at-anw. Candidates of color and from diverse backgrounds strongly encouraged to apply.