



## 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, facilities management, human resources, and finance. As with all staff, the General Manager will also have a role in implementing and contributing to ANW’s Strategic 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
- Record minutes for Board and Committee meetings as needed

#### Production

- Draft and execute contracts for all actors, designers, directors, and other production crew
- Communicate with union representatives, negotiate with 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.
- Manage facility rentals by responding to inquiries, conducting walkthroughs, and creating contracts in conjunction with Managing Director.

## Facilities

- Coordinate facilities maintenance with outside vendors (all building systems such as elevator, HVAC, plumbing, boiler, internet, office phones, etc.)
- Solicit and evaluate bids with Managing Director for major repair/upgrade work
- Oversee third-party janitorial services team and create monthly cleaning schedules

## Human Resources

- Develop, maintain, and run processes for company recruitment, hiring, and onboarding for new employees with Managing Director
- Maintain and ensure compliance with Company Handbook.

## Finance

- Support Finance Team in maintaining accounting system (QuickBooks)
- Complete monthly Gen Ops company credit card reconciliations
- Oversee Gen Ops budget for office supplies, building maintenance supplies, etc
- Assist in weekly bank deposit processing

## Front of House

- Responsible for revenue and expenses associated with the Lobby Bar. Lead hiring of part-time Head Ushers and Bartenders.
- Support accessibility initiatives such as closed captioning, audio description, and ASL

## **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 Spektrix, Tessitura, PatronManager, 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 \$70,350 annually
- Reports to: Managing Director
- Direct Reports: Janitorial Services
- Key Collaborations: Core Leadership Team, Production Team, and Artistic Teams for each Redmond Stage show
- ANW generally works on a hybrid structure with 4 days in-office, and Mondays remote; evening and weekend work will be required.

## **BENEFITS:**

- Company-paid HMO (employees may “buy up” to additional offered coverage)

- 13 paid holidays and one floating day
- Paid vacation and sick time
- Company-matched benefit savings plan

To apply, please send a cover letter and resume to Managing Director, Conner Criswell: [ccriswell@anoisewithin.org](mailto:ccriswell@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](http://www.anoisewithin.org/equity-diversity-inclusion-at-anw). Candidates of color and from diverse backgrounds strongly encouraged to apply.