

ANTAEUS

Theatre Company

Director of Operations

BACKGROUND

Antaeus Theatre Company is an actor-driven theater company that explores and produces timely and timeless works, grounded in our passion for the Classics. We illuminate diverse human experiences through performance, training and outreach. We believe in the transformative power of live theater.

Antaeus is located at the Kiki & David Gindler Performing Arts Center in Downtown Glendale, CA. The center includes an 80-seat theater, a reconfigurable 36-seat black box space, and a theater library. Antaeus is currently in the final year of implementing a three-year strategic plan to build out its infrastructure and create long-term financial sustainability.

CURRENT ENVIRONMENT

Antaeus operates with an annual budget of approximately \$1 million. In March 2020, in response to COVID-19, Antaeus closed its building and subsequently postponed all in-person activities. We have shifted some programming online during this time and also produced a new audio play series, *The Zip Code Plays: Los Angeles*. The current staff of eight are working remotely, but we expect to return to the building this fall.

POSITION SUMMARY

Reporting to the Producing Executive Director, the **Director of Operations** holds a leadership position at Antaeus. The successful candidate will enthusiastically embrace the theater's work, and convey it in their interactions with the community. This position works closely with the Artistic Director, other staff members, and members of our company and guest artists. They are responsible for managing the day-to-day operations of Antaeus in order to achieve the organization's mission and vision. The Director of Operations is responsible for overseeing Finance; Human Resources; Production Operations including the stage management teams; Front of House Operations; Information Technology; and Outside Rentals.

RESPONSIBILITIES:

- **Operations:** Creates, administers, and maintains all production and operations calendars for Antaeus so they are up-to-date; oversees the full contract cycle for creative teams; supports the creative team and actor onboarding processes; secures rights for productions and readings; creates and oversees all production-related documents; hires and supervises the Stage Management team.
- **Finance:** Develops and oversees the annual organizational budget; oversees all Accounts Payable/Accounts Receivable; oversees the annual 990 and audit process;

reconciles all production budgets; creates financial snapshots and financial forecasting; manages financial reporting systems to ensure that all staff members have the information they need to manage their individual budgets and provide timely updates.

- **Facilities & IT:** Oversees all facilities needs and orders supplies; maintains a safe and clean work environment; oversees work with IT and other vendors; maintains the fixed assets log for the organization; ensures compliance with all local, state and federal laws; ensures that all facilities are operated and maintained in a cost-effective and safe condition, in accordance with the approved budget and manufacturer's recommendations; ensures that all insurance policies are current.
- **Front of House:** Hires, trains, and supervises the front of house team to ensure that audiences have a positive theater experience; oversees all concession orders and tracking; ensures proper signage is displayed as needed.
- **Human Resources:** Manages human resources benefits; maintains employee handbook; supports new hire orientation and employee exit process; ensures that reviews are taking place on schedule; assists in coordinating a prompt response to workplace accidents, accident reporting, and workers' compensation communication.
- **Outside Rentals:** Books all rentals and executes them successfully from inquiry to event completion.
- Other duties as assigned.

Qualifications:

- Appreciates and is enthusiastic about theater and the important role that cultural organizations play in the life of a vibrant community. Must be able to balance the many challenges inherent in working in a growing, fast-paced intimate theater environment.
- Experience preparing and overseeing financial forecasts and budgets.
- A clear and demonstrable commitment to anti-racism and setting tangible goals around EDI values.
- Basic knowledge of SDC, AEA, SAG, and USA unions. Overall working knowledge of theater operations including, but not limited to the production process, box office and house management.
- A true collaborator who possesses the ability to work in a team environment. Confident, personable, and positive individual with exceptional interpersonal and communication skills, including strong presentation skills.
- Technical Knowledge – must be proficient in Microsoft Word, Excel, and comfortable using CRM software.
- Must have a valid driver's license and reliable vehicle.

This is a full-time, exempt position. Starting pay for this position will be \$65,000+ and commensurate with experience. Benefits include: medical insurance, paid vacation, holidays, and sick leave. All employees at Antaeus Theatre Company undertake other duties as needed and all positions require flexible work hours, including evening and weekends.

One of Antaeus's [guiding values](#) is Inclusivity: We are committed to creating a welcoming environment and deeper inclusion within our company. Antaeus strives for diversity through Company membership, Board membership, staff, inclusive casting, choice of artistic material, and through our community engagement. We are a space where all voices are heard. To support our hiring goal of identifying a highly qualified and diverse pool of candidates, we strongly encourage applicants from communities that are underrepresented in the American Theatre to apply.

For more information about Antaeus's mission, programs, and activities, please visit our website at www.antaeus.org.

To apply, please send your cover letter with demonstrable accomplishments and resume to anarose@antaeus.org with the subject "Director of Operations". Applications will be reviewed on a rolling basis until the position is filled.