

Job Description: Managing Director
Company: Cortland Repertory Theatre
Reports To: Producing Artistic Director
Classification: Full-Time, Exempt, Year-Round
Location: Cortland, New York
Compensation: \$62,500 - \$65,000 | Benefits Package Available
Created: July 22, 2025 **Revised:**

About Cortland Repertory Theatre:

Cortland Repertory Theatre (CRT) is a professional nonprofit theatre company producing high-quality live performances in Central New York. With two venues: a historic summer home at the Little York Pavilion and a downtown facility offering year-round programming. CRT presents professional plays and musicals, concerts, special events, youth programs, and community partnerships. CRT is supported by a volunteer Board of Directors and a dedicated Theatre Guild.

Position Summary:

The Managing Director is a key member of the administrative team and reports directly to the Producing Artistic Director (PAD), and the Treasurer of the Board of Directors. This individual oversees CRT's financial operations and works closely with the Front-of-House Manager, Staff, Board and Guild to maintain strong communication and operational efficiency.

The Managing Director ensures compliance with CRT's Personnel Policies and Procedures and upholds the organization's mission and values in all financial practices.

Essential Functions

Financial Management & Bookkeeping

- Oversees clerical and support services, ensuring tasks are completed in a timely and effective manner.
- Assists clerical and support staff with their assigned duties, particularly when more advanced, skilled, or sensitive work is required.
- Maintain and organize all accounting and bookkeeping records related to CRT's mainstage productions, special events, youth programs, and fundraising activities.
- Process all payments for expenses including payroll, utilities, travel, housing, production costs, marketing, petty cash, and administrative needs.
- Audit and deposit income from box office sales, grants, donations, sponsorships, and fundraising efforts.
- Manage all federal and state tax filings, unemployment, and workers' compensation reports.

Budgeting & Reporting

- Collaborate with the PAD in developing annual budgets.

- Provide monthly financial reports to the Board of Directors and Theatre Guild.
- Collect summer departmental expenses and schedule meetings with Department Heads to review financial needs.

Human Resources & Supervision

- Assist in the hiring of the full-time Front of House Manager.
- Support the hiring, training, and supervision of seasonal Box Office staff and House Managers, including salary negotiations.

Contracts & Sponsorships

- Review and manage contracts for downtown performers and housing accommodations in collaboration with the PAD.
- Organize and distribute advertising and sponsorship agreements.
- Ensure timely payment of production royalties and contracted event fees.

End-of-Year & Campaign Support

- Reconcile financial records and prepare year-end reports for external audit.
- Support all financial aspects of Capital Campaigns, including income/expenditure tracking and donor reporting.

Cross-Training & Technology

- Seek cross-training opportunities to support Box Office and Administrative Staff as needed.
- Stay current with relevant technologies and software, including Microsoft Office, QuickBooks and Quickbooks Online.

Additional Expectations:

- Must have advanced knowledge of Quick Books Online, and a significant understanding of non-profit bookkeeping, particularly within the theatre world and entertainment industry.
- Attend meetings with the PAD, Board of Directors, and Budget & Finance Committee as required.
- Assists in the preparation and delivery of bulk mailings.
- Promote safe, efficient, and collaborative working conditions.
- Represent CRT in a positive, respectful, and team-oriented manner at all times.
- Comply with all CRT policies as outlined in the Personnel Manual.

Qualifications

- Minimum associate's degree in accounting or finance
- Preferred minimum 3 years professional experience
- Strong leadership, organizational, and project management skills
- Experience of managing a small staff and working independently
- Positive, team-oriented, and solution-focused attitude

Required Skills / Abilities

- Excellent verbal and written communication skills.
 - Excellent interpersonal and customer service skills.
 - Excellent organizational skills and attention to detail.
 - Excellent time management skills, with a proven ability to meet deadlines.
 - Strong supervisory and leadership skills.
 - Ability to prioritize tasks and to delegate them when appropriate.
 - Ability to function well in a high-paced work environment.
 - Basic understanding of how to operate standard business equipment.
 - Proficient with Microsoft Office Suite, including Word, PowerPoint, Excel and Access.
 - Prolonged periods sitting at a desk and working on a computer.
 - Must be able to lift up to 15 pounds at times.
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Mission Alignment:

The Managing Director is expected to uphold and support the mission of Cortland Repertory Theatre and contribute to its continued financial stability and community impact.

To Apply

Submit a cover letter, resume, and three references to: **info@cortlandrep.org**

Subject Line: *Managing Director Application – [Your Name]*

Address to: Mark Reynolds, President, CRT Board of Directors

Applications are accepted until the position is filled.