**General Manager**

Now celebrating its twentieth season, San Francisco Playhouse is the Bay Area’s premiere mid-sized theatre company. Powered by a team of energetic and innovative theatre lovers, our programming includes a six-play mainstage season and a three-play Sandbox Series of world premieres, plus a Rising Star Education Program for high school students. Refer to our website, sfplayhouse.org, for more information on our company.

**Position Overview:**

The General Manager is an integral member of Playhouse’s leadership team. Reporting to the Producing Director, the General Manager leads the day-to-day administrative operations and strategic growth of a $4MM non-profit theatre. This position plays a critical role as an organizational strategist and advisor to the Producing Director, partnering on initiatives ranging from business modeling, culture building, and inclusion, diversity, equity to create a space of belonging. This position collaborates with the Artistic Director, Production Manager, and other senior staff to annually deliver six exceptional mainstage productions three world premiere Sandbox productions and educational programming, including the Rising Star high school attendance program. The ideal General Manager brings a high level of emotional intelligence, non-profit finance and administration experience, and a love for producing live performance events.

**RESPONSIBILITIES, include but are not limited to the following:**

**Operations**

* + Manage the day-to-day administration of the company including office systems, internal communication, company information and overseeing the working environment.
	+ Responsible for the general management of the theatre including IT and telephone systems, safety and security procedures and facilities maintenance.
	+ Oversee risk assessment procedures for productions and events.
	+ Schedule and attend regular staff and managers meetings. Coordinate setup for Board of Director meetings (tables, chairs, food and beverages and technical needs).
	+ Negotiate, manage, and supervise rental contracts and other special uses of the theater.
		- Manage all insurance renewals ensuring the theatre has appropriate insurance for its business needs. Including coverage for director & officer insurance, workers comp, liability insurance and vehicle insurance.
		- Oversee Business registration, Liquor license and fire permit renewals.
		- Coordinate company vehicle registration.

**Human Resources and Personnel**

* Partner with the Producting Director to develop a holistic people and culture strategy that deepens the commitment to inclusion, diversity, equity and belonging at the Playhouse.
* Manages recruitment, onboarding, and performance review processes.
* Administers and monitors all HR benefits and compliance items.
* Identifies and manages EDI partner relationships and recruits facilitators and outside support, when needed.
* Supports and shepherds’ affinity spaces for interested staff.
	+ Ensure employee and supervisor Anti-Harassment Training is done regularly according to state regulations.
	+ Ensure that Playhouse is compliant with all San Francisco and California Employment laws.
	+ Manage all employee benefit programs including health insurance and commuter benefits.
	+ Oversee Health care compliance including ACA calculations and HCSO filings
	+ Ensure that Playhouse’s employee manual is regularly updated, compliant and clearly communicated and implemented.
		- Manage, implement and abide by the theatre’s Illness and Injury Prevention Policy, Emergency Action Plan, and Covid Compliance Safety Plan ensuring that all members of the company are trained in and comply with emergency and safety procedures. Submit OSHA reports when necessary.
		- Oversee Covid Compliance and Safety Committee and serve as Chief Safety officer, coordinate quarterly committee meetings

**Finance**

* + - Prepare annual operating budget. Manage administrative and operational budgets and report on budget to actual quarterly per finance dept requests.
		- Oversee the ongoing review of vendor contracts ensuring best value for money.
		- Scan and deposit checks received.
		- Manage and deposit concessions cash.
		- Process employee biweekly and weekly payroll.
		- Submit monthly payroll reports to Worker’s Comp.
		- Help Accounting Manager and Producing Director gather reports and documentation for annual audits.
		- Manage annual workers comp audit.

 **Unions**

* Assist with BAT and MBAT season closing and contract renewal each year and AEA contract negotiations every 4 years
* Function as AEA, Equity League, SDC and USA Liaison
* Execute Actor and AEA SM/ASM contracts and riders

**QUALIFICATIONS**

* At least 3 years previous experience in a management position.
* Excellent staff management skills/experience
* Experience with HR conflict mediation
* Highly organized, efficient and confident nature
* Proficient in Microsoft Office, particularly Word, Excel & Outlook
* Experience with Quickbooks or a similar accounting platform
* Experience with ADP or similar payroll platforms
* Strong communication and interpersonal skills
* Time management skills
* Ability to prioritize a varied workload and work to deadlines in a fast-paced environment
* Ability to identify and solve problems as well as act on one’s own initiative
* Ability to act with integrity and observe confidentiality
* Positive, enthusiastic and flexible attitude

**BENEFITS**

* The annual pay range for this position is $68,000 - $75,000
* Medical/dental/vision insurance
* Commuter Benefits