



Fonseca Theatre Company (FTC) seeks Full Time **Managing Associate** to start May 2020.

**Salary:** \$25,000-\$35,000

**Reports To:** Producing Director

**Requirements:** Bachelors Degree from an Accredited Four-Year University in Theatre, Arts Administration, or a related field. Three years of professional experience in Theatre Management or a Master's Degree.

**Description:** The Managing Associate will play a significant role in the organization and assist the Producing Director in overseeing day-to-day operations. This is an administrative position. Depending on the applicant's credentials and interest, there may be artistic opportunities. The Managing Associate will be responsible for the following tasks:

- Supervise FTC's part-time employees, including schedule and job tasks
- Attending Near West Community Meetings as a representative of FTC
- Support for grant applications, in particular budgets and financial narratives
- Support fundraising efforts including events, campaigns, and quarterly ask letters
- Assist the Producing Director in drafting the organization's annual budget
- Oversee contracts and payroll for all employees and artists
- Work with FTC's accountants and Office Manager to monitor expenses, income, and FTC's overall financial health and provide regular reports to the Producing Director and Board of Directors
- Oversee all necessary follow-up reporting for grants, royalty agreements, and other contractual obligations.
- Other duties as assigned

**To Apply:** Please email a cover letter, current resume, and contact information for two references to [jschwartz@fonsecatheatre.org](mailto:jschwartz@fonsecatheatre.org).

*Fonseca Theatre Company is a minority-majority organization dedicated to diversity and representation. FTC works diligently every day to create a thoughtful, inclusive, and authentic institutional culture. We think globally and act locally. All FTC employees are held to a zero-tolerance policy for harmful and biased behaviors including hate speech, sexual harassment, and other forms of abuse.*