



HOME OF 

## The Sofia, Home of B Street Theatre, Managing Director

Position opening in Sacramento, CA

### About The Sofia.

*The mission of [B Street Theatre](#) is to promote education and literacy, social interaction, and cultural enrichment by engaging children and adults in the highest quality theatre arts and playwriting. B Street Theatre is a not-for-profit 501(c)(3) organization.*

*Performing Arts of All Kinds for All People.*

The Sofia, Home of B Street, is a new, mid-sized performing arts center located in Midtown Sacramento. The Sofia was created by and is home to B Street Theatre and its Mainstage Series, which has produced over 200 new plays for adults since its founding in 1986. It is also home to the B Street Family Series, professional theatre for children and their families. In addition to plays, B Street presents live music, dance, comedy and speakers.

Founded in 1986, B Street Theatre has grown from a modest touring children's theatre to a \$4+ million performing arts center with over 10,000 subscribers and an array of dynamic programs for children, families, adult theatergoers, emerging theatre professionals, and more. B Street's programs fit into three broad categories:

**Mainstage.** Since 1991, B Street Theatre is where audiences turn to see the most popular and talked-about plays of our day. Whether it's prodding the mind, tugging at the heart or just tickling the funny bone, B Street always strives to connect deeply with audiences of all tastes, temperaments and sensibilities. Unique in professional theater, B Street Theatre has a staff of playwrights that creates plays for the Mainstage and Family Series. Additionally, B Street commissions plays by nationally known playwrights such as Idris Goodwin (*Bars and Measures*) and has presented world premieres by Joe DiPietro and James McLure.

**The Family Series** is one of only a few fully professional, resident theatres for children in the nation. This beloved and highly acclaimed series brings the joy of live theatre to children through thrilling and provocative, original plays and lively adaptations of classic novels, stories

and tales. Since its premiere season in 2003, the Family Series has presented over 60 professional plays for approximately 300,000 children and families in the Sacramento region.

**Education.** For 36 years, the mission of B Street has been to provide entertainment to children while encouraging in them a love for the theatre and a specific appreciation for the art of playwriting. B Street Theatre offers theatre performances in schools, classes, workshops, and more.

### ***The Sofia Tsakopolous Center for the Arts [sa-KAH-puh-lus]***

The Sofia, one of only a few new theaters built in the 21<sup>st</sup> century for local audiences and artists, opened in 2018. Precedent-setting public sector support and private investment drove the creation of this \$29 million facility, which contains the 359-seat Sutter Theater, a 250-seat thrust venue, as well as galleries, reception space, flexible rehearsal and presentation spaces, and offices. Offsite production facilities service scenic, costuming, and other physical production requirements.

### ***Leadership***

B Street's role in the theater field is established and vital. The organization is a Core Member of the National New Play Network, a past host of the National Showcase of New Plays and has been recognized for well over two decades by *The Sacramento News & Review* and *Sacramento Magazine* for delivering high-quality theater to the region. B Street's programs reach over 70,000 adults and 200,000 children annually.

B Street Theater's longtime Producing Artistic Director, Buck Busfield, has been involved with B Street since it was founded by his younger brother Timothy in 1986. During his tenure, Buck has served as a musician, composer and director. Buck is also a writer, having penned dozens of plays for B Street's School Tour, Family Series, Sketch Comedy Series and Mainstage. Additionally, in close collaboration with staff leadership and a close-knit board, Buck guided the development of the Sofia, B Street's home. In 2021, Buck announced his retirement, concluding a 35+ year commitment to B Street.

As the Sofia evolves to respond to the complexity of managing a multi-venue, multi-program performing arts center, a co-leadership model is envisioned. [\*\*Artistic Director Lyndsay Burch\*\*](#), a longtime company member and artistic leader of the Sacramento community, has been elevated in recognition of her contributions and continued dedication to B Street's mission. It is anticipated that the future Managing Director will complement Lyndsay's artistic leadership and build on the robust, positive profile of the organization.

## **Managing Director Position**

The Sofia seeks a Managing Director with demonstrated strong executive leadership skills, a dynamic leader with a passion for the arts and the impact of art on the lives of the community. The Managing Director will guide the development of a vision and strategy for the organization's long-term growth and will provide strong leadership for the Board, staff, and the community. The Managing Director and Artistic Director are jointly charged with enabling the Sofia to realize its goals for artistic excellence, community service, education, financial stability, fundraising, and audience engagement. Within this collaborative partnership, the Managing Director is responsible for rendering the Artistic Director's vision into practicable initiatives that are financially sound and supported, and which galvanize the Board, staff, and extended community behind it.

The Managing Director is responsible for the overall business, administrative, and operational management of the company. This includes leadership of fundraising, budgeting, financial management, HR, information systems, institutional marketing, and Board relations. Minimum qualifications and specific areas of leadership are detailed below. Given the B Street Theatre's ongoing evolution, the following items are representative but not comprehensive. Other duties and responsibilities may be assigned to ensure the success of the organization.

### **Structure**

The Managing Director reports to the Board of Directors, and receives direct reports from the Marketing and Communications Manager, the Box Office/Administrative Coordinator, and their direct reports as appropriate. The Managing Director leads the organization in partnership with the Artistic Director. These partners are jointly held accountable for the success and stability of the organization.

### ***Minimum qualifications***

- A Bachelor of Arts in business, non-profit administration, or related field, or equivalent work experience.
- Minimum of either three (3) years' executive experience in a nonprofit arts organization of similar size (\$3 million – \$5 million annual expenditures) or five (5) years of experience as a department head or senior staff member of an organization of greater size.
- Significant experience interacting with nonprofit boards, volunteers, and funders (individual and institutional).
- Experience building revenue and philanthropic support, including the development of grant proposals. Prior experience managing a development campaign is desired.

### ***Desired qualities***

- Demonstrated business acumen combined with strong management skills.
- Have the vision to design and execute B Street's resource development in the short, intermediate and long-term to achieve sustainable growth in the future.
- Be a charismatic communicator with the ability to establish long-lasting, productive relationships with the Board, staff and community of patrons and funders.
- Have demonstrated ability to generate earned income and philanthropic support and a passion for organizational development.

### ***Organizational leadership and strategy***

- Develop and model a collaborative, mutually supportive partnership with the Artistic Director in establishing organizational strategy.
- In collaboration with the **Equity, Diversity and Community Inclusion Director**, define, identify, secure the resources for, and realize Equity, Diversity, Inclusion, and Access objectives.

### ***Commitment to EDIA***

- Support efforts to expand and continue programming that celebrates and amplifies artists of color.
- Realize Equity, Diversity, Inclusion, and Access goals in professional development and learning opportunities for staff, Board members, and B Street's many communities of learners and attendees.

### ***Board development and communication***

- Work with the **Artistic Director** to support the development and effective operations of the Board of Directors.
- Work with the Board Chair to identify need for committees and prioritize work of the Board.
- Provide regular written reports to the Board, as well as the Finance Committee, reflecting financial and organizational progress, relevant analysis and recommendations.
- Work to grow the Board through active Board cultivation and recruitment.
- Serve as staff liaison for Finance and Development Committees of the Board.

### ***Leadership and management of staff and artists***

- Lead B Street's Human Resources function; develop and implement HR improvements, based on best practices, as appropriate.

- Ensure that B Street’s employment policies and employee handbook are current, complete, and comply with all relevant standards, as well as support the organization’s staffing goals and needs.
- Oversee recruiting, training, coaching, and retention of staff.
- Manage, coach, and supervise all non-Production employees except those who report to the Artistic Director.
- Through the **Box Office/Administrative Coordinator**, ensure that B Street’s employment policies and reporting are consistent with all rules and regulations governing working in the State of California.
- Foster an office culture of teamwork, generous collaboration, clear communication, effective delegation, and mutual support.
- Oversee all of B Street’s contracting with external agents, including Actors’ Equity Association, Stage Directors and Choreographers Society, and United Scenic Artists, insurance agreements, leases, rights/royalty agreements, vendors, etc.

### ***Financial, IT, and facility management***

- Manage the creation of annual operating and capital budgets.
- Manage financial reporting systems to support budget managers.
- Finance Operations
  - Manage the overall financial operations of the organization with the support of the Box Office/Administrative Coordinator.
  - Manage all external financial reporting of the organization.
  - Provide financial analysis and recommendations to guide the organization’s financial decisions.
  - Work with outside auditors to assure that all financial systems and internal controls are adequate to appropriately serve the organization and guard against fraud and waste.
- Ensure that the organization has the information, communications, and technology systems that it needs to be effective.
- Oversee and, as appropriate, manage the execution of facility maintenance, capital investments and replacements, and vendor relationships that contribute to the success of the Sofia.

### ***Stewardship of full-cycle financial development***

- Serve as a key representative of the Sofia in the community, including cultivation of donors, funding institutions and government agencies.
- Represent the Sofia in communication with external agencies that have the power to govern or influence financial or administrative demands within our industry (i.e. Theatre Communications Group).

- Attend relevant governmental and community meetings as a representative of B Street.
- Provide additional support for and attend meetings, fundraisers, events, celebrations, opening nights, etc.
- Provide leadership to B Street's **Artistic Director, Director of Education and Community Engagement**, and Board of Directors to create and carry out fundraising plans and programs, and meet financial development goals.
- Direct and lead institutional fundraising with foundations, corporations, and government agencies.
- Oversee communication with donors and patrons when it relates to fundraising or institutional advancement, ensuring best practices are used in stewarding patrons.
- Oversee the patron database and ensure that best practices are used in recording and analyzing data.

## **Core Objectives**

The successful candidate will be able to describe their approach to the following opportunities and challenges, within the unique context of the Sofia and the theater industry.

- Extend Equity, Diversity, Inclusion, and Access principles throughout the organization and its activities.
- Strengthen, extend, and expand programming, in partnership with the Artistic Director.
- Lead the organization through its transition from long-term (founding) leadership to new leadership.
- Continue the commitment to reducing capital development-related debt.
- Innovate and implement best practices in the business functions, fundraising, and administration of the organization.
- Address the short- and long-term implications of the pandemic on the organization, its operations and its communities.

## **Compensation & Benefits**

The Managing Director is a full-time exempt employee. Compensation including salary and benefits will be in the range of \$100,000 to \$120,000.

Employee benefits include healthcare reimbursement, life insurance, 401k retirement savings plan, optional dental, vision, and chiropractic health plans, paid vacation time, sick leave, and holidays. The Sofia is an equal opportunity employer.

## Sacramento, CA

California's capitol city, Sacramento is a busy and diverse urban center. Over 500,000 people make their home in the city proper, and over 2.5 million people reside in metropolitan area. The city is situated on the historic lands of the Nisenan and Maidu indigenous peoples.

A hub for higher education, healthcare, and the financial industry, the Sacramento region is also home to important cultural attractions including the Crocker Art Museum, California State Railroad Museum, Sacramento Ballet, Sacramento Philharmonic Orchestra, and the Broadway Music Circus, in addition to B Street Theatre. There is also a substantial community theatre base, comprised of over a dozen troupes led by dedicated volunteers and enthusiasts. Music, visual arts, film, and an eclectic culinary scene also provide abundant opportunities to create, learn, and otherwise engage in cultural activity.

Sacramento's outdoor recreation assets include over 5,000 acres of parkland and recreation centers, ranging from pockets parks to 20-mile+ linear parks. On average, Sacramento has over 260 days of sunshine annually, with high summer temperatures in the low 90s Fahrenheit and winter lows in the high 30s.

According to a [2019 analysis](#) by the Human Rights Campaign, Sacramento was awarded 100 points (the maximum score) on the annual Municipal Equality Index, which documents LGBT inclusivity in cities across the US.

### To Apply

Email inquiries, resume and cover letter to Lynette Turner, Senior Associate at AMS Planning & Research, at [lturner@ams-online.com](mailto:lturner@ams-online.com).