



The Neo-Futurist Theater

General Manager

Chicago, IL, USA

About The Theater

The Neo-Futurists are a collective of wildly prolific writer/director/performers who create:

- Theater that is a fusion of sport, poetry and living-newspaper.
- Non-illusory, interactive performance that conveys our experiences and ideas as directly and honestly as possible.
- Immediate, unreproducible events at affordable prices.
- Performance and educational programming that embraces those unreached or unmoved by conventional theater – inspiring them to thought, feeling and action.

We practice consensus-driven decision-making and radical honesty in our pursuit of accessibility, racial equity and queer liberation.

Please access these links to learn additional information about [The Neo-Futurist Theater](#).

Position

The Neos seek a collaborative problem-solver to join the organization's office team. The General Manager (GM) partners with the Artistic Director to contribute operational support, strategy, and leadership to shape and expand the organization's engagement and development initiatives, drive new revenue streams, and bring fresh ideas.

This is a strategic and facilitative role that requires operations expertise, financial savvy, and exemplary communications skills. The person in this role must be able to successfully partner with stakeholders across the entire organization to advance strategic priorities and ensure business results are delivered. The successful candidate will be diplomatic, discreet, proactive, a direct communicator, a highly organized project manager, and committed to the vision and values of The Neos.



Responsibilities

Though not an exhaustive list, the General Manager is responsible for the following:

Operational Strategic Leadership

- Ensure organizational viability through compliance keeping; including processing new sign installation, permits/fees, licensing, PTO and healthcare management, insurance policy management, company handbook maintenance, onboarding/offboarding, emergency kits and fire inspection
- Maintain standards of accountability and professionalism for staff, ensuring a high quality of service and communication with patrons and donors
- Serve as the organization representative amongst community partners, attending monthly Chamber of Commerce meetings and the Chicago League of Theatre gatherings.
- Manage the Intern program, acting as supervisor to all interns
- Head the Budget Committee, providing monthly profit & loss reports and maintaining up-to-date budget and attending weekly development meetings
- Work with Grants Manager, Artistic Director, and office staff to create a quarterly scope of data to be leverage for grants and internal metrics of success

Organizational Excellence and Relationship Building

Foster a high-performing culture of accountability, trust, and collaboration that embraces change and ensures team members feel appreciated and have equal access to opportunity. Increase the effectiveness, productivity, and collaboration of the team. Some expected duties:

- Serve as a co-producer for fundraising and community partnership efforts; acting as support and/or producer for special events as needed e.g. opening nights, etc.
- Maintain functional relationship with landlord, handling lease negotiations
- In collaboration with Bookkeepers and CPA, manage audits and oversee execution of yearly taxes
- In collaboration with Artistic Director, manage and update COVID safety policies and additional supporting documents such as space calendar requests
- In partnership with Artistic Director and Associate Artistic Director respond to and follow up on customer emails and voicemails

Internal Management

Lead by example, providing a foundation of respect, support, stability, and positivity for the team ensuring they feel connected to institutional priorities and are kept abreast of decisions.

Cultivate a strong and transparent cross-functional working environment; create and promote a positive, equitable, and inclusive culture that supports and ensures open communication and alignment around the organization's priorities and goals. Some expected duties:

- Participate in weekly Staff Meetings and monthly Company Meetings, attend production meetings as needed
- Participate in interviews and hiring process for House Managers and as-needed for other key staff positions
- Participates in all quarterly Board Meetings, providing updates to and from the Board
- Support in regular software updates and hardware maintenance
- Supports in special event planning, including vendor bookings, issuing contracts and securing venues
- Execute night-of production duties on-site with specialty shows, opening nights, and holiday events
- Serve on rotation for bathroom and facilities cleaning

Compensation & Benefits

This role reports to the Neo-Futurist Ensemble, who conducts the annual review, as well as the Board. The General Manager position offers a salary of \$22,000 with an optional health insurance stipend of up to \$350 per month. This position is 20-25 hours per week.

Commitment to Equity

The Neo-Futurists Theatre is committed to providing equal employment opportunity for all employees and applicants, and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, ancestry, genetic information, disability, whistleblower status, or any other category protected by state or federal law. Restoration strongly encourages people with traditionally marginalized identities to apply.