Deputy Director Job Description

The Theater Offensive (TTO) seeks a dedicated, creative, detail-oriented Deputy Director (DD) who will hold a key leadership role in an innovative, growing, queer cultural organization, tightly focused in Boston’s neighborhoods. TTO also plays a strong part in national cultural organizing and dialogue. The successful DD candidate will have business management experience in order to oversee operations and finance at TTO. The candidate will also have strong aptitude for connecting communities across race, sexuality, gender, and class.

The Theater Offensive is an equal opportunity employer. People of Color, members of the LGBTQ community, people with disabilities, and women-identified candidates are highly encouraged to apply.

About The Theater Offensive
The Theater Offensive is a social change organization focused on queer and trans people of color (QTPOC) and their allies that uses theater and the creative process as a cultural organizing tool. Founded in 1989 by a group of artist-activists, TTO grew out of a queer street theater troupe in Boston. Throughout its history, TTO has used bold art to challenge the status quo and help LGBTQ individuals break through personal isolation. TTO is at a pivotal moment in its history, with new shared organizational leadership, a new staffing structure, a new mission, and a new strategic plan. This is a great moment of discovery and the organization is looking for candidates interested in creating a QTPOC organizational culture that centers our 5 core values: OUTness, Design Justice, Shared Power, Youth Leadership, and Experimentation and Innovation. The next few years of our strategic plan focuses on research, discovery, planning, transformation, and legacy. The new mission will guide the organization forward: to present liberating art by, for, and about queer and trans people of color that transcends artistic boundaries, celebrates cultural abundance, and dismantles oppression.

Deputy Director Position Description:
The Deputy Director (DD) is responsible for the smooth and efficient functioning of the Theater Offensive. The DD will oversee all organizational finance and operations systems, including facilities management, administration, and human power. Reporting to the Producing Co-Executive Directors, with direct supervision by Evelyn Francis (CDEF), the Deputy Director will directly supervise the Operations Associate. The DD also supervises financial consultants, HR consultants, and attends meetings of the Board of Directors. Responsibilities include, but are not limited to:

Financial Management
• Oversee financial management and be responsible for ensuring quality and integrity of the systems and policies
• Work with the staff, the board finance committee, our finance consulting firm, and the Board of Directors in preparing an annual zero-based budgeting process for each department plus mid-year review and adjustments
• Ensure timely, accurate, and quality financial and narrative reporting for grants
• Evaluate and report all financial statements on a monthly basis to staff and the Board Finance Committee
• Work with finance consultants on annual audit
• Regular financial reports to senior management, staff, board, and other critical stakeholders
• Oversee the management of available funds to ensure that TTO carries out its work, the preparation of necessary financial information for taxes, reports, and audits, and the execution of legal documents with designated officers
• Identify best practices and improve internal systems with an eye toward future needs and budget realities

Operations Management
• Direct and manage the overall operations of TTO, including day-to-day operations, such as, maintenance, mailing, shipping, supply inventory, and equipment
• Research, negotiate with, and contract office vendors and service providers
• Ensure efficiency and efficacy of information technology, including hardware and software
• Analyze, develop, operationalize, and foster adherence to all TTO policies and procedures
• Develop and manage systems for evaluation, data collection, and contracting
• Negotiate facility leases and manage landlord relationships

Human Resources
• Maintain a climate that attracts, keeps, and motivates a diverse staff
• Maintain personnel files; ensure collection of required forms from new hires. Use knowledge of IRS regulations to help management define status of new positions (contractor vs employee)
• Ensure that job descriptions are developed, that performance evaluations are held at least annually, and that sound human resource practices are in place
• Review and post all employee job listings. Perform first level sorting and evaluation of resumes for staff postings. Oversee and/or conduct first level screening interviews.
• Ensure effective implementation of timesheets, time off tracking and requests
• Update and maintain employee handbook
• Encourage staff development and education, and assist staff in applying their specialized knowledge to the operating plan
Facilitate internal processes for TTO staff that build skills and commitment to organizational values and social justice.

**Strategic Management and Leadership**
- Manage the organization in the absence of the Producing Co-Executive Directors
- Support management and implementation of the organization’s strategic plan
- Lead and organize regular staff meetings, retreats, and other critical meetings
- In partnership with the board and staff, evaluate program effectiveness as part of annual process of assessment and strategic planning, in conjunction with program staff

**Candidate Profile**
Candidates from both within and outside the arts and culture sector are encouraged to submit their credentials. Candidates must demonstrate their ability to effectively manage an organization that has a budget of over $1.7 million and 13 staff members. In addition, candidates should show their leadership capacity for an organization where the majority of staff and constituents are people of color and members of the LGBTQ community.

The ideal candidate will possess the following skills, experiences, and attributes:
- Passion for TTO’s mission and an entrepreneurial spirit that will help fulfill it.
- At least five years management level experience or equivalent experience with finance management.
- Strong management acumen in human resources, budgeting, financial planning, and business planning.
- Outstanding interpersonal and leadership skills; the ability to successfully lead and work with a diverse staff, board, and external partners.
- Meticulous attention to detail and enduring dependability, as well as the ability to work in a highly flexible, collaborative work environment.
- A clear commitment to building systems that support justice and equity for queer and trans people of color.
- Proven ability to work with efficiency, flexibility, and good humor. Common sense, a plus.
- Strong computer skills including Microsoft Office and Google Suite, as well as comfort working with a database. Bill.com and Xero experience, a plus.
- Multi-lingual, a plus.

**Application Deadline:** Applications welcome until position is filled
**Estimated Start Date:** January 6, 2019
**Position Type:** Full-time salaried position (Exempt)
**Compensation:** $60,000-$65,000, commensurate with experience
**Benefits:** Health insurance, retirement plan, paid vacation, holiday, sick & personal time and additional paid time off last week of the year, flexible summer schedule.
Relocation assistance available.

**How to Apply:** Resumes will be reviewed as they are received. Candidates are strongly encouraged to submit their materials as soon as possible. Interested candidates are invited to submit a resume and a cover letter (Microsoft Word or PDF Format), where you learned of the position, and a description of how your qualifications and experience match the needs of TTO. Please submit materials via email to apply@thetheateroffensive.org with the subject line “Deputy Director”. All submissions are confidential until the finalist round. Please DO NOT call or drop in.