

Signature Theatre

GENERAL MANAGER

Signature Theatre, one of New York's leading off-Broadway theatres, is seeking an experienced, creative, and entrepreneurial General Manager to help Signature accomplish its artistic goals.

Founded in 1991, Signature Theatre celebrates playwrights and gives them an artistic home, producing six to eight productions annually. In 2005, Signature began its groundbreaking Signature Ticket Initiative, providing affordable tickets to all of its productions. In 2012, Signature opened the Pershing Square Signature Center, the Frank Gehry-designed 75,000 square foot Center featuring three theatres, two rehearsal studios, a central, public lobby with a café and bookstore, as well as administrative offices.

Applicants from populations underrepresented in the theatre field and aligning with Signature Theatre's institutional goals and priorities focused on playwrights, community and access are strongly encouraged to apply.

Signature is committed to Equity, Diversity, Inclusion, and Accessibility and welcomes candidates who have demonstrable experience advocating for underrepresented communities.

Please read our commitment to creating a theatre focused on [EDIA](#) at [signaturetheatre.org](#)

Position Summary

The General Manager actively participates on the senior leadership team to guide the strategic planning, organizational development and overall daily operations for this \$10+ million institution, with 40+ full time employees and approximately 200 artistic/production related personnel. As part of this team, the General Manager will work with the Artistic Director, other Department Heads, and the Board of Trustees. The General Manager's direct reports are the Associate General Manager, and Company Manager.

Production related responsibilities include developing and monitoring artistic production budgets; on-site supervision for six to eight annual productions and ancillary artistic programming; supervising company management; leading contract negotiations for authors, all other artistic personnel and any outside producers/partners. The General Manager will also represent Signature in collective bargaining negotiations with several theatrical unions. Building operation responsibilities include overseeing the Pershing Square Signature Center rentals and IT department.

Desired Skills and Experience

The ideal candidate will want to be a part of a vital institution and possesses the leadership skills to represent the institution both internally and externally: experience in managing staff and interacting with artistic personnel; exceptional communication, written and verbal; excellent negotiating skills; experience in developing project budgets; highly organized with effective time-management skills. We also prefer candidates with a minimum of 4 years theatrical management experience and with non-profit management in their background including direct experience with union regulations and contract negotiations. Experience in managing building operations and space rentals a plus.

Compensation

This is a full-time, salaried, and exempt position available immediately with a minimum annual salary of \$110,000. Signature Theatre provides comprehensive benefits including medical, dental, and vision insurance, 401(k), and paid time off.

Application Instructions

Please email a cover letter and a resume with references and salary requirements to careers@signaturetheatre.org. Please type 'General Manager' in the subject line.

All qualified applicants will receive consideration for employment without regard to race, color, creed, ancestry, national origin, citizenship, religion, gender, sex, sexual orientation, affectional preference, gender identity or expression, sexual and reproductive health decisions, pregnancy, disability, genetic predisposition, age, military or veteran status, marital or familial status, or any other protected characteristic, in accordance with applicable federal, state, and local laws.

No phone calls, please. For more information about Signature, please visit www.signaturetheatre.org.