



POSITION:

Associate Managing Director

STATUS: Full-Time

REPORTS TO: Managing Director

POSITION AVAILABLE: Immediately

ABOUT ROUND HOUSE THEATRE

Round House is a theatre for everyone. We enrich our community through bold, outstanding theatrical and educational experiences that inspire empathy and demand conversation. We work toward equity, diversity, and inclusion across all aspects of our organization; we highlight voices that have been historically misrepresented and under-resourced by the theatre field; and we ensure that our work is accessible to patrons of all ages, cultural backgrounds, economic groups, and physical ability. Our [organizational values](#) include a [commitment to be an anti-racist](#), anti-sexist organization. We actively encourage people from a variety of backgrounds with different experiences, skills, and stories to join us and develop our working practice. *Bethesda Magazine* named Round House Theatre as one of the [Top Places to Work](#), based on the results of employee surveys. Round House takes pride in its “people first,” inclusive, and transparent work environment.

Round House Theatre is one of the “Big Six” professional theatres in the Washington, DC area, with “a renovation matching [its] upgrade in recent years as a purveyor of dramatic art” (Peter Marks, *The Washington Post*). A nonprofit professional LORT theatre with an annual budget of more than \$8 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House produces a six-show season of new plays, modern classics, and musicals for more than 50,000 patrons each year at its newly renovated 350-seat theatre in Bethesda in addition to providing educational programs for more than 5,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

JOB DESCRIPTION

The Associate Managing Director is a member of Round House’s Management Team, serves as a Round House thought leader and EDIA subject matter expert on internal and external best practices and strategies, and will lead many intersectional strategic projects across the company, including those related to equity, diversity, inclusion, and accessibility (EDIA), community partnerships, and strategic planning. The AMD also works closely with the Managing Director on the long-term strategy and day-to-day operations of the theatre. Above all, this position supports Round House Theatre’s mission and values and our Commitment to Anti-Racism. This position will be based at the Administrative Offices in Silver Spring but will spend significant time at the Theatre in Bethesda. Position will include weekend and evening hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management, Administration, and Strategic Planning

- Serve as a member of the Round House Management Team; including attendance at the team’s regular meetings and all Round House board meetings
- Lead and facilitate cross-departmental MADE meetings (Marketing, Artistic, Development, Education) for production-specific and general season preparation
- Serve as the committee staff liaison for the Board Strategic Plan Committee. Attend meetings of other board committees as necessary
- Work closely with Managing Director on finance and budgeting, organizational management, and special projects and initiatives
- Help represent Round House at League of Resident Theatres meetings
- Assist as needed with strategy, drafting, and editing of external communications
- Work closely with the Managing Director to ensure institution-wide engagement with position goals and priorities
- Coordinate, host, and take minutes for monthly Regional Executive and Artistic Leaders Anti-Racism Taskforce (REAL ART) meetings.

Equity, Diversity, Inclusion, and Access

- Recognizing that EDIA work is an overall organizational priority, work closely with both the Managing Director and Artistic Director on EDIA tasks and priorities
- Serve as the primary liaison between EDIA Staff Workgroup and executive leaders and other departments
- Serve as the committee staff liaison for the board EDIA committee and check in regularly with the committee head to act as a thought partner between board EDIA efforts and staff EDIA efforts
- Lead the development, implementation, and progress tracking of regular EDIA plans
- Develop, enhance, coordinate, and execute EDIA initiatives in conjunction with EDIA Staff Workgroup, subcommittees, and various staff departments
- Propose, coordinate and schedule EDIA trainings, including those with outside parties and facilitators
- Work closely with General Manager and administrative department to onboard new staff members and assess employee policies through an EDIA lens, and communicate with staff and guest artists about EDIA resources
- Guide the analysis of outcomes and performance measures from an equity lens
- Maintain an inventory of training materials and resources as well as a list of consultants and trainers
- Prepare, oversee, and manage EDIA budget
- Interact regularly with all departments to help Round House achieve its EDIA goals; work closely with marketing and development departments to ensure that external communications have a focus on diversity and access

Community Partnerships

- In partnership with the Associate Artist — Literary & New Plays, develop and implement tactical plans for strategic community partnerships and engagement, both for the organization, as well as its artistic, education, and development programs
- In partnership with the Associate Artist — Literary & New Plays, brainstorm methods to activate Round House as a community space, including public exhibitions, workshops for partner organizations, and community events associated with specific productions
- In both of the above duties, prioritize engagement with communities and organizations not traditionally served by American theatrical institutions in order to further Round House's priorities of equity, diversity, inclusion, and accessibility. Work to create a welcoming and open environment for those who are new to the Round House community
- Serve as the liaison with community groups, and manage day-to-day partnership activities, including cross-promotions and public engagement
- Oversee day-to-day maintenance and operations of the ON THE HOUSE Community Ticket Access Program
- Attend membership organization meetings as a representative of Round House Theatre

Food and Beverage

The position currently oversees Round House's Food & Beverage program in the following capacity, and may or may not continue these duties based on the skills and interests of new candidates.

- Supervise and work with Food & Beverage Manager to set goals and develop business plan for program and operations of Fourth Wall Bar & Café
- Oversee and guide menu development for performances, events, and private functions
- With the Food & Beverage Manager, prepare and manage Food & Beverage budget
- Act as liaison between Food & Beverage and various departments including Development, Marketing, and Artistic for Round House events, outside rentals, etc.

PREFERRED QUALIFICATIONS & CAPABILITIES

Where the qualifications are described in terms of formal education or direct work experience, Round House welcomes the substitution of relevant prior experience.

- Significant experience and/or training in EDIA work (e.g. anti-racism, anti-bias, decolonization, harm reduction, conflict de-escalation), recognizing that there are many ways to demonstrate an understanding of critical

vocabulary and cultural issues, a dedication to improving organizational culture, and an appreciation of the complexities of anti-racism and anti-bias efforts

- Comfort and competence with planning effective meetings and discussions, managing group dynamics, and fostering an inclusive and equitable culture; experience and/or training in facilitation preferred
- Enthusiasm for a collaborative team workplace with ability to work independently when needed
- Self-starter with ability to independently initiate and follow through with opportunities
- Strong writing, speaking, presentation, organizational, and interpersonal skills
- Strong analytical abilities, intellectual curiosity, and unwavering interest in detail
- Demonstrated ability to build mutually beneficial partnerships between organizations and groups
- Familiarity with, and interest in, theatre and/or arts and culture strongly preferred

SALARY & BENEFITS

- Salary: Mid \$60,000's
- Health insurance – Choice of fully-funded HMO or optional PPO.
- Dental, Life and Long-Term Disability Insurance.
- Generous paid time off, including annual, personal, and sick leave.

To apply, please submit a cover letter and a resume to jobs@roundhousetheatre.org with “Associate Managing Director” in the subject line.

Round House is an Equal Opportunity Employer and strongly encourages applicants from diverse backgrounds. Round House is especially interested in candidates with backgrounds and experiences that have prepared them to be a leader in Round House's commitment to equity, diversity, inclusion, and accessibility.