

# SPEN LEADERSHIP GROUP

---

**MANAGING DIRECTOR**

**[A NOISE WITHIN](#)**

**Pasadena, California**



The Aspen Leadership Group is proud to partner with A Noise Within in the search for a Managing Director.

The Managing Director will serve as a key member of A Noise Within's Executive Management Team—creating a positive and creative environment for artists and staff. The Managing Director will oversee all earned and contributed revenue functions including development, marketing, and box office; actor and designer contracts and negotiations; personnel; financial management and reporting; Information Technology; and facilities and general operations. The Managing Director will serve as the primary liaison to the Board of Directors and its committees while overseeing the daily operations of the Theatre. The Managing Director will represent A Noise Within externally while developing and maintaining relationships with Southern California theatre and nonprofit community leaders

A Noise Within (ANW) produces classic theatre as an essential means to enrich the community by embracing universal human experiences, expanding personal awareness, and challenging individual perspectives. Named “one of the nation’s premier classical repertory companies” by *The Huffington Post*, A Noise Within is a leading regional producer. Staging its first production (*Hamlet*) in 1991, A Noise Within has grown into a beloved Los Angeles institution that continually achieves a high artistic standard, challenges audiences, empowers students, and contributes to an inclusive, welcoming, and theatre-loving Los Angeles community. In its three decades, A Noise Within has strengthened its working relationship with Actors’ Equity Association (the Actors’ Union) and this commitment to professionalism has helped ANW grow its theatre from 60 seats to 324 today. A Noise Within operates out of its permanent theatrical home in Pasadena, which is a three story, 30,000 square foot facility complete with rehearsal space, scene and costume shops, classrooms, administrative offices, and more. This state-of-the-art facility was established in 2011 following a \$13.5 million capital campaign and allows ANW to serve more than 51,000 patrons annually.

In 2018, A Noise Within launched two new initiatives that have redefined it as an inclusive community hub where art happens, is celebrated, and discussed, and where theatre comes to life in many ways for many people. The first of these programs is Noise Now, a community place-making initiative that includes readings, adaptations, multi-genre performances, dance, art installations, and non-traditional theatre presented collaboratively with innovative organizations working in and around Los Angeles. The second initiative is ANW’s annual “Relaxed Performance” program, which is designed for patrons with autism spectrum disorder, developmental delay, and other disorders of social interaction and communication. These performances are open to all, but specifically designed for young patrons whose sensory disorders can make it challenging for them to sit through a traditional live theatre experience. These Relaxed Performances are delivered by the same professional cast and maintain the recognized excellence that is a hallmark for A Noise Within.

Commitment to student audiences is central to the mission of A Noise Within. Each year, ANW dedicates a third of its performances and 30% of its operating budget to education and outreach programs. With vital government and foundation funding, A Noise Within provides support to schools in need, including transportation to the theatre; free and reduced-cost tickets for live performances; post-show discussions with artists; in-class workshops; and more. Over its 30-year history, ANW has served more than 285,000 students and teachers.

## **REPORTING RELATIONSHIPS**

The Managing Director will serve as the chief administrative officer of the organization and will report to the Artistic Directors, Julia Rodriguez-Elliott and Geoff Elliott. The Managing Director will directly supervise the General Manager, Production Manager, Director of Education and Community Outreach, Marketing and Communications Director, and Director of Development.

### **FROM JULIA RODRIGUEZ-ELLIOTT AND GEOFF ELLIOTT**

*Coming out of the pandemic there is a renewed sense of purpose here at A Noise within. Our staff and company are energized, committed, and passionate. Much is accomplished in a working day AND we have fun and a lot of laughs as we do it. It is helpful when you really believe in what you are doing!*

*ANW is a close-knit community comprised of artists, staff, and volunteers, each dedicated to the mission of the organization—to bring high caliber, award winning classic theatre to our Southern California community. We enjoy a deep well of support from our patrons and after 11 years in our Pasadena home, we are a central part of community life.*

*We also have tremendous support from the educational community of Southern California. Every year over 18,000 students come to the theatre both at specially designated student matinees and regular evening performances. Many of them are seeing a live, professional performance for the first time. To attend a post-show conversation between the cast and students and to witness them changing before our eyes is an experience not to be forgotten.*

*Three years into our community engagement program Noise Now we have built some very significant and deep relationships with partner organizations, particularly BIPOC led organizations and Noise Now is at an important crossroads in its development artistically as well as with the new audiences it is bringing to ANW.*

*Our staff, artists, and Board are deeply committed to equity, diversity, and inclusion. Every season more and more patrons of color recognize these efforts and see that this is also THEIR home for the classics and that they are not only welcomed but celebrated.*

*Our expansive definition of the classic includes August Wilson, Lorraine Hansberry, William Shakespeare, Nilo Cruz, Toni Morrison, Bernard Shaw, Manuel Puig, and Moliere to name but a few. ANW's artistic style strives to embrace epic stories in an intimate setting—stories that must be told as they are true today, true yesterday, and true tomorrow. We really look forward to having you join the team!*

—Julia Rodriguez-Elliott and Geoff Elliott, Artistic Directors

## **A NOISE WITHIN'S COMMITMENT TO EQUITY, DIVERSITY, AND INCLUSION**

A Noise Within believes in working hard on its anti-racist practices across the organization. By interpreting its mission to fully engage audiences through community and artist-centered work in multiple creative disciplines, ANW is striving to be a theatre that better serves its entire community.

### **PRIMARY RESPONSIBILITIES**

The Managing Director will

- as chief administrator of the organization, lead and contribute to a positive and creative environment for artists and staff;
- serve as staff liaison to the Board of Directors, Executive Committee, Finance Committee, Nominating & Development Committee (in conjunction with the Director of Development), and Audit Committee, planning and executing agendas, meetings, and corresponding materials;
- coordinate and advance long-range planning efforts, technical and facilities plans, and envisioned expansion;
- supervise general operations across the organization, including personnel, budgets, and policies that ensure the safety and comfort of visitors;
- supervise all senior staff and oversee all human resources-related duties including oversight of staff recruitment and supervision practices;
- supervise development department personnel and activities including but not limited to the achievement of goals as they relate to Board recruitment and giving, major giving, individual giving, stewardship, and cultivation, foundation and government grant proposals and applications including National Endowment for the Arts proposals, corporate giving, and special event planning and implementation;
- develop new and innovative short- and long-term marketing plans and strategies that connect audiences to ANW's artistic vision;
- plan subscription, single ticket, group, campaigns, packaging, pricing, and segmentation strategies to reach audiences and increase box office demand;
- take primary responsibility for the execution of all contracts including actor and designer contracts and production agreements through negotiation with artists or their representation where necessary;
- negotiate agreements with the three theatrical unions and take responsibility for the timely filing of contracts with the appropriate unions, agents, etc.;
- monitor and review all insurance policies including compiling information and assessing quotes for insurance policy renewals;
- develop, control, and monitor accounting procedures to support all financial preparation, reporting, and transactions including annual budgets, payroll, and reconciliation for multiple funds; and
- oversee the purchasing and management of servers, firewalls, software, and high-speed internet as well as IT special projects.

## LEADERSHIP

### **Geoff Elliott and Julia Rodriguez-Elliott Artistic Directors**

A Noise Within Producing Artistic Directors, Geoff Elliott and Julia Rodriguez-Elliott both hold a Bachelor of Fine Arts from the University of Florida and a Master of Fine Arts from San Francisco's American Conservatory Theatre. In 1991, they set an ambitious vision for ANW: to establish a home for the classics that would present a challenging repertory, take artistic risks, and ensure accessibility to diverse audiences. Through their passion and persistence, the theatre now ranks as a leading presenter of great world drama in Southern California.

Under their leadership, ANW has received 26 Los Angeles Drama Critics Circle Awards—the most prestigious honor for excellence in theatre in Los Angeles; a Polly Warfield Award for Excellence; and the Margaret Harford Award for Distinguished Achievement. The Los Angeles Drama Critics Circle nominated its 2008 production of Charles Dickens' *Oliver Twist* for "Best Production" and "Best Adaptation," and the 2009 production of Jean Anouilh's *The Rehearsal* received three nominations for Ovation Awards, including "Best Production of a Play." Productions are regularly listed as "Critic's Choice" in the *Los Angeles Times*. In 2012, they were honored with the inaugural alumni "Contributions to the Field Award" by the American Conservatory Theatre (A.C.T.), which honors distinguished alumni and supporters who have contributed significant leadership in the field of theatre locally and nationally beyond their role as actors and founders. Fellow honorees were The William Randolph Hearst Foundation, Annette Bening, and Elizabeth Banks. Mr. Elliott & Ms. Rodriguez-Elliott have produced more than 120 productions, directed, or co-directed more than 40, and have conducted a workshop over five consecutive years for the National Endowment for the Arts Journalism Institute in Theatre and Musical Theatre at the University of Southern California Annenberg School for Communication.

Mr. Elliott has performed major roles for some of the leading regional theatres in America, including The American Conservatory Theatre, South Coast Repertory, Arizona Theatre Company, Milwaukee Repertory Theatre, and California Shakespeare Festival. He has received three Los Angeles Drama Critics Circle awards and more than a dozen other awards for performance and direction.

Ms. Rodriguez-Elliott has extensive experience teaching theatre arts to students from middle school to college and regularly conducts student workshops as part of ANW's educational programming. Ms. Rodriguez-Elliott has served on theatre panels for organizations such as the National Endowment for the Arts, Los Angeles County Arts Commission, and LA Stage Alliance, and she regularly lectures at the California Institute for the Arts, the American Academy of Dramatic Arts, and schools throughout the California State University and University of California school systems. Ms. Rodriguez-Elliott received the 2005 National Latina Business Women's Association's Latinas in Business Award in the Arts & Entertainment category, the 2006 Women in Business award from the California State Senate and Assembly, and the 2010 Fifty Fabulous Women of Influence in the San Gabriel Valley Award.

## PREFERRED COMPETENCIES AND QUALIFICATIONS

A Noise Within seeks a Managing Director with

- a commitment to the mission of A Noise Within—to produce classic theatre as an essential means to enrich the community by embracing universal human experiences, expanding personal awareness, and challenging individual perspectives;
- experience working with boards including committee support and the development of analyses and reports for board review;
- experience serving as a collaborative member of a leadership team;

- experience in the development of long-range plans including technical and facilities planning;
- experience overseeing daily operations, including personnel and budgets, of an organization of similar size and scope;
- experience across the range of fundraising functions and revenue streams including donor identification, cultivation, solicitation, and stewardship and board giving, major and principal giving, individual giving, annual giving, foundation and government grants including National Endowment for the Arts proposals, corporate giving, and special events;
- experience negotiating actor and designer contracts and working with theatrical unions;
- experience overseeing human resources functions within an organization of similar size and scope;
- experience developing, controlling, and monitoring financial functions within an organization of similar size and scope; and
- familiarity with information technology including servers, firewalls, software, and high-speed internet.

A bachelor's degree or an equivalent combination of education and experience is required for this position as is at six years of relevant experience.

#### **SALARY & BENEFITS**

The salary range for this position is \$125,000 to \$135,000 annually. A Noise Within offers a comprehensive package of benefits including generous paid time off, 100% HMO health coverage, life insurance, Flexible Spending Account (FSA), and an individual retirement account vested upon hiring with pre-tax contributions matched on a dollar-for-dollar basis up to 3% of annual salary.

#### **LOCATION**

A Noise Within is less than 10 miles from Los Angeles, close to the foothills of the San Gabriel mountains in Pasadena, a community rich with culture and home to a wide array of not-for-profit organizations. Pasadena is home to the Rose Bowl, Caltech, and NASA's Jet Propulsion Laboratory. Despite being within a short public transit ride or drive to LA's cultural hub, Pasadena maintains a small-town feel, with easy access to the mountains (5 minutes) or the beach (45 minutes).

#### **APPLICATION INSTRUCTIONS**

All applications must be accompanied by a cover letter and resume. ***Cover letters should be responsive to the mission of A Noise Within as well as the responsibilities and qualifications stated in the position prospectus.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit: [Managing Director, A Noise Within](#).

To nominate a candidate, please contact Anne Johnson, [annejohnson@aspenleadershipgroup.com](mailto:annejohnson@aspenleadershipgroup.com).

*All inquiries will be held in confidence.*