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CONSULTING GROUP

Hudson Valley Shakespeare Festival
Managing Director

Position Profile

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About This Moment at HVSF

Now in its 36th Season, the Hudson Valley Shakespeare Festival (HVSF) has established a national reputation for lucid, engaging, and highly inventive productions—both Shakespeare and Non-Shakespeare—staged under its iconic, open-air Theater Tent overlooking the Hudson River. Under the leadership of Artistic Director Davis McCallum, HVSF has undergone tremendous artistic and programmatic evolution in recent seasons, including the commissioning and production of new and site-specific works, transfers of HVSF productions to peer theaters, and an ongoing commitment to community engagement and radically participatory art-making initiatives. It currently operates with an annual operating budget of \$3.6 million, with approximately 55% from contributed revenue sources, and 45% from earned.

In late 2019, HVSF was offered 98 acres of land to create its first-ever permanent home and make its next leap forward—from a seasonal festival into a year-round cultural anchor for the Hudson Valley region. The vision for the new campus is centered on cultural placemaking, community engagement, and environmental sustainability, each viewed through the lens of HVSF's ongoing work focused on belonging, inclusion, equity, diversity, and anti-racism.

HVSF is currently in the design phase for its new campus, including a permanent open-air theater designed by the celebrated architecture firm, Studio Gang, and has raised nearly 70% of an ongoing \$35M capital campaign, including significant support appropriated on the federal and state level.

About the Managing Director Opportunity

HVSF invites applications for an energetic, creative, and community-oriented leader to serve as its next Managing Director at this exciting point in the Festival's history. The new Managing Director will join Artistic Director Davis McCallum as co-executive leader to galvanize artists, staff, board and community in realizing the Theater's ambitious mission at a time of extraordinary transformation and promise and will have the opportunity to shape the design and function of a brand-new theater complex. This anticipated growth includes an expanded season with added artistic, educational, and community programming; converting the new property into a vibrant community gathering place; and serving as a national model for environmental sustainability and climate smart theatrical production, with the goal of reaching carbon neutrality by 2040.

The MD will report directly to the board and will oversee the following direct reports: Controller, Director of Marketing, General Manager (joint report with the AD), Director of Development (joint report with the AD). In addition to direct reports, the Managing Director will work in regular collaboration with the Associate Artistic Director/Director of Education, Director of Production, and all other HVSF staff. HVSF currently maintains a year-round staff of 12 (10 full time, 2 part time), with a seasonal staff of 100+ during its summer season.

With regard to the capital campaign underway, the Managing Director will partner with the Artistic Director and Director of Development in solicitations, fundraising strategy, and the management of HVSF's Campaign Consultants, ADH&A. They will also oversee the financial implementation and reporting for the Capital Project, overseeing contracted labor and Owners Representatives. Upon its move to a new home, HVSF will also become the parent company to a for-profit subsidiary hospitality business. While the management of the hospitality business will remain with the General Manager of the for-profit subsidiary, HVSF's Managing Director will oversee the merger of these two institutions to ensure a positive company culture, shared goals, and a new source of earned revenue to support HVSF's growth.

Considering all of the above, it will be essential that the Managing Director is an individual passionate about creating new modes of operation and seizing the rich possibilities inherent in a time of transition.

More about HVSF

Mission Statement

Rooted in the landscape of the Hudson Valley, with the plays of William Shakespeare as our touchstone, HVSF engages the widest possible audience in a theatrical celebration of our shared humanity.

Vision

Our highest aspiration is to be:

- A classical repertory theater that speaks to the present moment. For us, Shakespeare and the classics are more than texts; they are sites of inclusion and community, co-created by artists and audiences in the here and now.
- An arts organization that values people over stuff. Our works springs from the most essential of elements—actor, audience, language, and landscape. We prioritize human relationships, and our people feel strongly invested in our collective success.
- A year-round community resource for all of the people of the Hudson Valley region. Our campus is an extraordinary space for human gathering, and we actively and intentionally share it with our neighbors as a public good.

- A national model for sustainability in the performing arts. As part of a long line of land stewards in this region, we are rooted in the rich tradition of environmentalism in the Hudson Highlands, and that commitment permeates all aspects of our organization.

Core Values

Excellence
Inclusion
Generosity
Playfulness
Sustainability

About HVSF and Its History

The Hudson Valley Shakespeare Festival operates on the unceded territory of the Lenape, Munsee, and Wappinger people, what is colonially known as Philipstown, New York. HVSF gratefully and respectfully acknowledges their stewardship of this land in the past and present.

Hudson Valley Shakespeare Festival is a critically acclaimed, professional, non-profit theater company based in Philipstown, NY currently operating with a \$3.6M budget. The Festival has established a reputation for lucid, engaging, and highly inventive productions staged under its iconic, open-air Theater Tent overlooking the Hudson River. In recent years, the Festival has also ventured beyond the Tent, touring its work to other venues throughout the Hudson Valley, transferring productions to other theaters, engaging its community through radically participatory art-making, and reaching over 15,000 students and educators annually through its year-round Education programs. Over the years, HVSF's exuberantly irreverent productions have gained a devoted following. Critics from *The New York Times*, *The New Yorker*, and *The Wall Street Journal* have applauded the clarity, energy, wit, and imagination of our productions, and the unique and playful nature of the actor-audience relationship under the tent. Every summer, over 30,000 friends and supporters come together to enjoy vibrant productions in one of the most unusual and exciting performance venues in the American Theater.

At the end of 2019, philanthropist Christopher Davis offered HVSF 98 acres of river-view property to become the first-ever permanent home for the company. This new site will provide HVSF the long-term stability of a secure foundation and will serve as a vibrant hub for the local community, a year-round cultural anchor for the Hudson Highlands, and a model for environmental sustainability in the performing arts. It will also allow for an expansion of artistic and community programming as well as the addition of a for-profit subsidiary hospitality business which is currently

operating on site. HVSF is currently in the design and planning phases of building out its new home on this extraordinary property.

To read more about the history of HVSF, visit <https://hvshakespeare.org/about/history-future/>.

At HVSF, inclusion is one of our core values. We are committed to dismantling oppressive practices and advancing the work of anti-racism throughout our entire organization. We know the eradication of systems of colonialism and racism is a holistic and ongoing process, involving all aspects of our organization. We approach the work of shifting our practices and culture with humility, and we acknowledge that the work we continue to do represents a small step in a comprehensive process, and that this evolution is long overdue. HVSF's regular updates regarding the company's work towards a more equitable future can be found on the website at: <https://hvshakespeare.org/2022-anti-racism-update/>.

About Philipstown, Hudson Highlands, and the Hudson Valley

The Hudson Valley Shakespeare Festival is located in Garrison, NY (a hamlet in the town of Philipstown), amidst the spectacular scenic beauty of the Hudson Highlands. Approximately 50 miles north of New York City, the theater is a 70-minute train ride to Grand Central Terminal and all of the city's theatrical and cultural offerings. The Hudson Highlands region is distinguished by its dramatic landscapes, its long history of land conservation and environmentalism, and its own cultural vibrancy.

In addition to HVSF, other local anchor arts organizations include Dia: Beacon, Maggazzino Italian Art, Jacob Burns Film Center, Storm King Art Center, Caramoor, and many more. A short drive from the theater are the towns of Peekskill, Cold Spring, and Beacon, which each have thriving downtowns, including thriving communities of local artists.

More resources about the Hudson Valley and local community:

Cold Spring Chamber of Commerce: <https://www.coldspringnychamber.com/>

Travel Hudson Valley: <https://travelhudsonvalley.com/>

The NY Times, Living in: Garrison, NY (2018):
<https://www.nytimes.com/2018/01/24/realestate/living-in-garrison-ny.html>

Managing Director Job Description

Reporting to the board of trustees as a co-leader with the Artistic Director, the Managing Director will jointly lead Hudson Valley Shakespeare Festival's strategic direction. With responsibility for overseeing the organization's administrative and operational functions, the Managing Director will support the Artistic Director's vision to create singular artistic experiences that foster meaningful human connections at the convergence of nature and culture. They will share responsibility with the Artistic Director in building a bright future for HVSF and ensuring the human and financial resources to realize HVSF's mission in alignment with the Core Values of Excellence, Inclusion, Generosity, Playfulness, and Sustainability.

Key Roles and Responsibilities

Organizational Leadership

- Partner with the Artistic Director to lead the organization's strategic vision, collaborating effectively to ensure that all artistic and financial decisions are mission-aligned.
- Serve as a committed and visionary co-leader and partner with the Artistic Director, guiding HVSF into the future through the creation of pathways for new programs, partnerships, and institutional growth opportunities.
- Demonstrate a united leadership style with the Artistic Director that encourages collaboration among all staff members.
- Manage four direct reports: Controller, Director of Marketing, General Manager (joint report with the AD), Director of Development (joint report with the AD); in addition, the Managing Director will oversee coordination with the GM of the for-profit hospitality business.
- Manage board relations through regular and effective communication and ensuring that board members are best engaged according to their skills and interests.
- Collaborate with Board Leadership to grow and diversify board membership and participation.
- Ensure clear and consistent communication among all HVSF constituencies, including staff (year-round and seasonal), artists, audiences, board, partners, vendors, local officials, and other community stakeholders.
- Set and achieve organization-wide sustainability, ecological stewardship, and emissions reduction goals consistent with global science-based targets; serve as a leader in setting national industry standards and best practices.

Culture-Building

- Center EDI and anti-racism work across all aspects of the organization, including as cornerstones of HVSF's new home implementing equity, diversity, and inclusion initiatives.
- Communicate effectively with all staff and board with full transparency as to how decisions are made.

- Supervise and mentor all administrative staff, providing opportunities for employee growth, engagement, satisfaction, and a high level of performance.
- Foster a positive company culture where all staff and artists feel safe, valued, and respected.
- Oversee the hire of key staff positions, in partnership with the Artistic Director, and reassess the organizational structure in a time of organizational growth with an eye for expanding diversity across the organization.

Capital Planning & Financial Management

- Demonstrate solid fiscal acumen, including overseeing organizational budgets, controlling expenditures, creating forecasting models and scenario plans, and developing financial analysis for a capital campaign and building project of \$35M; an annual theater budget of \$3.6M and a hospitality business budget of \$4.6M; as well as the oversight of significant cash reserves and investment funds.
- Manage and oversee expenditures for both the theater operation and capital project, in collaboration with the Controller, effectively balancing fiscal responsibility with a pursuit of the highest quality of work, achievement of the mission, and vision of HVSF.
- Provide analysis, develop earned and contributed revenue models and scenario plans, and make recommendations to support decision making about HVSF's next phase.
- Support ongoing relationships and manage contractual negotiations with a wide range of partners, including artists, unions, other arts organizations, producing partners, and the For-Profit Subsidiary hospitality partner.
- Oversee the opening and use of HVSF's new home and establish processes for sustained and effective site management while integrating HVSF's ambitions to be carbon neutral by 2040.

Fundraising & Resource Development

- Cultivate and nurture relationships with individual donors, potential corporate sponsors, foundations, trustees, and other funders, in collaboration with the Artistic Director and Development Department, to support increased contributed revenue. This involves a consistent, hands-on presence at the tent during the summer season.
- Actively seek out new and renewed sources of contributed income, with a particular focus on identifying and establishing relationships with key individual donors, while motivating and inspiring board members in their fundraising responsibilities to leverage their skills and networks.
- Cultivate and deepen relationships with foundations in order to grow contributed revenue in partnership with the Director of Development.
- Enhance and guide a marketing and communication strategy that highlights HVSF's unique mission and maximizes opportunities to expand and diversify audiences and donors.

Community Relations

- Act as a visible spokesperson throughout the Hudson Valley Region, developing relationships and engaging with a wide variety of constituents, including business owners, non-profit colleagues, elected officials, and the media, enhancing the organization's brand and reputation.
- Envision and oversee new uses and opportunities for the theater site and cultural campus to engage the community, expand educational programming and amplify the use as a community hub.

Experience and Qualifications

- Leadership experience in a professional theater or other comparable organizational leadership
- Experienced in the complexities of theatrical production and management including labor relations, health and safety, contract negotiations, and rights acquisition in accordance with industry standards and best practices
- Proven track record of fiscal management and understanding of sustainable business practice in an organization that prizes both artistic exploration and financial accountability
- Demonstrated agility in and comfort with strategic thinking, complex project management, long-term vision, and creative problem solving
- Aptitude and interest in the cultivation and solicitation of major donors from both private and public sectors
- Understanding and familiarity with a major capital campaign and associated construction project
- Appreciation for the role of sustainability management in long-term organizational success.
- Demonstrated ability to foster a collaborative and appreciative work and play environment in which staff, board, artists, and all other stakeholders can accomplish their best work in service to a shared mission
- Experience with both recognizing and developing effective communication, marketing, and audience services strategies to develop and expand the audience in a new venue
- Prior experience supporting board evolution and engagement
- A commitment to living and working in the community; Phillipstown is part of a diverse area, economically, culturally, and politically

The person most likely to be successful in this job will have

- Passion for the work and the power of theatrical story-telling
- Humor, patience, and compassion
- Comfort with ambiguity but not afraid to make decisions
- Tolerance for risk with an equal commitment to accountability and a standard of excellence

- Superb listening skills with the courage to express opinions, accept and deliver constructive criticism, appreciate differences, and resolve multiple viewpoints
- An open, honest, and direct communication style with curiosity about and interest in people

Not sure you meet 100% of our qualifications? Research shows that men apply for jobs when they fulfill an average of 60% of the criteria. Yet, women and other people who are systematically marginalized tend only to apply if they meet every requirement. **If you believe that you could excel in this role, we encourage you to apply.**

We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. So, whether you're returning to work after a gap in employment, simply looking to transition, or taking the next step in your career path, we will be glad to have you on our radar.

Please use your cover letter to tell us about what you hope to bring to this role, and how your background and experience responds to the desired skills and qualities.

Compensation

This is a full-time, year-round, salaried position, inclusive of benefits with a salary range of \$130,000-150,000 per year. It will require the ability to work nights and weekends. At this moment, HVSF staff are working in a hybrid fashion with all full-time staff in person at least two days per week. HVSF hopes to have a new Managing Director in place to start by Fall 2022.

Application Instructions

The search for the Managing Director is being conducted on behalf of Hudson Valley Shakespeare Festival by Tom O'Connor Consulting Group, a New York-based executive search and consulting firm specializing in the arts and culture industries. Tom O'Connor, President, and Cynthia Fuhrman, Vice President/Executive Search, are leading the search process, reporting to a board-appointed search committee.

To apply, visit the [online application](#) and submit your materials. Your cover letter should include relevant experience, including any direct experience you've had with similar roles and institutions. No phone calls, please.

HVSF is an equal opportunity employer dedicated to building a culturally diverse and equitable environment and we strongly encourage applications from BIPOC (Black, Indigenous, People of Color) Candidates.