

Position Announcement/Description

Midland Center for the Arts

Midland, Michigan

Position Title: Managing Director of Center Stage Theatre and Theatre Education

Supervisor: Vice President of Programming

Classification: Full Time Exempt

Salary Range: \$53,000 - \$60,000

Last Updated: August 14, 2025

POSITION CONCEPT AND RESPONSIBILITIES:

As Managing Director, the responsibilities begin with choosing a season. The director's knowledge of trending theatre and titles that challenge audiences is used to produce a list of several possibilities. Then, they collaborate with Center Stage Theatre's Programming Advisory Committee, Youth Performing Arts Committee, the Marketing Department, and technical staff to choose a seven-show season.

To ensure consistency in the process and final product, the director also guides each production from the selection of the technical team to the conceptualization of the show, and by giving constructive critique during the rehearsal process. The director also creates a consistent environment for volunteers to ensure their safety and uplift their artistic aspirations from auditions to closing night.

For Theatre Education, the focus is collaboration with the Education Department to oversee the alignment of class outcomes with youth theatre goals and to assist with hiring teachers. The candidate will also create specialty programming to support the needs of individual productions, to offer opportunities for artistic growth, to explore new avenues of diversity, and to bring theatre out into the community.

This dual position is a conduit for clear communication between Midland Center for the Arts, Center Stage, and the community and, as such, the person should be a collaborative, creative artist with the ability to balance the established theatre program at the Center with an eye on innovation and expansion.

KEY DUTIES:

Managing Director

- Work within a budget established by MCA's Vice President of Programming to strategize, execute, and oversee Center Stage Theatre's season.
- Lead and serve as Center Staff liaison for Center Stage Theatre's Programming Committee and Volunteer Relations Committee.
- Guide season selection with input from MCA's marketing team, Education Director and technical team, as well as Center Stage Theatre's Programming Advisory Committee and Youth Performing Arts Committee. The season should present a balance of varying genres, styles, topics, and complexity. The range of shows should entertain, educate, challenge, inspire, and enrich the mid-Michigan community.
- Create and maintain a strategy to increase diverse volunteerism on and backstage as a part of outreach into Midland and surrounding areas.
- Create and maintain equitable practices in recruiting volunteers and hiring creative teams within an inclusive work environment.
- Hire, manage, and artistically advise all CST creative teams including but not limited to director, set designer, lighting designer, costume designer, property designer, sound designer, intimacy coach, stage manager, and dialect coach. As time and budget allow, some of those roles will be fulfilled by Center staff.

- Develop a wider pool of production team participants to ensure an accurate representation of the cultures, ethnicities, and races present in mid-Michigan.
- Serve as a key player on the production team who offers support and feedback at the critical junctures of formulating a concept and producing designs to support the concept.
- Arrange for and preside over production meetings to keep things on time and trouble-shoot.
- Hire, manage and artistically advise the directorial process by attending pivotal rehearsals: first run-through, tech week, dress rehearsal to give constructive feedback.
- Facilitate clear communication, cooperation, and coordination of facilities between the in-house technical team and outside creative teams.
- Work with Programming Coordinator and creative teams to build a comprehensive audition and rehearsal schedule for all CST productions.
- Manage the Costume Shop Coordinator who oversees the shop, stock, costume donations and rentals.
- Work with the Technical Manager to oversee props and props rentals.
- Collaborate with the Marketing Department to generate ideas and provide language for selling the season and individual shows.
- Act as the face of Center Stage Theatre to promote the season, and educational and volunteer opportunities to the community.
- Whenever possible, connect new directors with experienced directors to create mentorships.

Education

- With the Education Director--
 - Recruit, interview, hire and oversee qualified, diverse theatre education instructors and staff.
 - Design and execute sequential youth theatre curriculum that fosters the development of skills and high standards of theatrical process and performance.
 - Compose a vision statement that identifies how to generate an increase in attendance and creates a broader variety of subjects for youth and adults.
- Within a budget provided by the Programming Coordinator, plan and produce all Youth Theatre Productions.
- Lead and serve as Center Staff liaison for the Youth Performing Arts Committee.
- Recruit, interview, hire, and oversee diverse, qualified directors and designers for Youth Theatre productions.
- Coordinate and train parent and guardian production volunteers.
- Guide and lead the development of youth technical theatre programs and opportunities.
- Formulate new courses based on production needs, alternative performance opportunities and fostering artistic growth.
- Teach classes when instructors are unavailable.
- Keep up to date on theatre education trends.
- Performs other duties as assigned.
- Maintains confidentiality.
- Adheres to all Center policies and procedures.
- Attend all required meetings and training courses, including but not limited to safety training, IT training, HR meetings and training, and DEIA training.

PREFERRED QUALIFICATIONS, KNOWLEDGE, AND EXPERIENCE

- Bachelor's degree in theatre, musical theatre, or theatres arts.
- Background in directing and/or managing community theatre.
- Knowledge of youth and community theatre repertoire.

- Proficiency in producing theatre and managing budgets
- Experience in engaging, managing and troubleshooting with production and artistic teams.
- Demonstrated ability to write youth theatre curriculum.
- Background in project management and organizational skills.
- A history of actively recruiting and managing volunteers and working with volunteer advisory groups.
- Evidence of a commitment to developing positive working relationships with diverse populations, but not limited to ethnicity, heritage or race, but expanded across historically marginalized populations.

Preferred Characteristics:

- Comfortable hosting and speaking publicly.
- Flexibility to grow and modify in a quickly changing world.
- Clear communicator, collaborator and problem-solver.
- Community minded and willing to blend the established traditions of the theatre with a relevant plan for future growth.

To Apply: Please submit your credentials and cover letter to HR@midlandcenter.org, and include “Managing Director - CST” in your subject line.