CREEDE REPERTORY THEATRE

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MANAGING DIRECTOR

JOB POSTING

Creede Repertory Theatre (CRT) is seeking a strategic, collaborative, and financially savvy Managing Director (MD) to serve as co-chief executive leader. Operating in the heart of Southwest Colorado, CRT is a mission-driven, rotating repertory theatre that serves as a vital cultural and economic anchor for the region. As the most rural professional theatre company in the lower 48 states, CRT welcomes a vibrant community of theatre lovers each year, selling over 14,000 tickets annually across two dynamic venues and producing far-reaching education programs.

JOB TITLE: Managing Director

REPORTS TO: Creede Repertory Theatre Board of Trustees

SUPERVISES: Director of Development, Director of Marketing & Communications, outsourced bookkeeping or accounting service, Facilities & IT, HR & Company Manager

TYPE: Full-time, Exempt

LOCATION: Creede, CO (Elevation 8,852 feet)

COMPENSATION: Annual salary range of $75,000–$85,000. Benefits include employer-sponsored health insurance, retirement (no employer match), paid time off, sick leave, and parental leave.

Position Overview

The Managing Director (MD) is CRT's senior leader for business, operations, and administration, with primary responsibility for financial health and sustainability. This position requires deep nonprofit operations and finance expertise, a profound commitment to CRT's distinct artistic mission, and the ability to steward complex systems in alignment with long-term organizational and artistic goals.

The MD serves as a co-equal partner with the Artistic Director (AD) in a shared leadership model and reports directly to the Board of Trustees. Together, the MD and AD shape and carry out CRT's strategic priorities, values, and organizational culture. This includes consulting on significant impacts to resources, mission, strategic direction, staffing, or reputation. Major organizational decisions are made together to provide clear leadership for staff, artists, and stakeholders, while advancing CRT's mission and long-term resilience.

This role is ideal for a strong nonprofit operator and finance leader who can bring structure, transparency, and disciplined execution, while working collaboratively in a creative environment.

Essential Duties & Responsibilities

1. Executive Leadership & Governance The Managing Director oversees all business and administrative functions to ensure transparency and alignment around financial, management, and artistic mission goals. In partnership with the Board of Trustees and Artistic Director, they establish clear goals prioritizing financial stability, growth, and the preservation of CRT's artistic integrity. Acting as a principal staff liaison

to the Board, the Managing Director fosters an institutional culture built on trust and transparency while actively representing CRT as a civic ambassador and lead negotiator for all theatrical union and licensing agreements (e.g., AEA, SDC, USA).

2. Finance Holding independent financial leadership, the Managing Director collaborates with outside accounting firms, the Artistic Director, and staff to manage the annual budgeting process, build multi-year forecasting structures, and monitor cash flow. They ensure strict regulatory compliance, manage credit facilities, oversee weekly payroll, and coordinate with outside auditors for annual audit completions and Form 990 filings. As the staff liaison to the Finance Committee, they establish monthly KPIs and analyze ticket sales trends with marketing teams to balance long-term fiscal resilience with community accessibility.

3. Operations & Facilities The Managing Director supervises facilities and IT priorities, orchestrating funding plans for necessary maintenance, custodial care, repairs, and capital improvements to preserve CRT's physical venues. They manage the theater's commercial liability insurance programs, mitigate risks, and build mutually supportive relationships with local vendors. Additionally, they ensure the organization maintains all applicable licenses and registrations while continuously optimizing internal workflows for long-term operational efficiency.

4. Human Resources Supervising the HR & Company Manager, the Managing Director oversees daily HR services, hospitality, and personnel support for year-round staff and seasonal artists traveling to Creede. They oversee the entire employee lifecycle—including onboarding, performance evaluations, compliance with labor laws, and the maintenance of employee records, benefits, and union contributions. The Managing Director coordinates updates of the Employee Handbook to champion an institutional culture grounded in equity, diversity, inclusion, and accountability, life-work balance, and family-friendly work practices. .

5. Organizational Oversight & Direct Reports The Managing Director provides direct supervision, strategic leadership, and performance oversight for key department heads and vital organizational units. This structured oversight directly encompasses the Director of Marketing & Communications, Director of Development, Facilities & IT personnel, Human Resources & Company Management, and the outsourced bookkeeping or accounting service.

6. Development & Marketing In close partnership with the Director of Development, the Managing Director executes all fundraising strategies, capital campaigns, institutional giving, and individual donor cultivation to deepen community connections. They provide necessary financial documentation to secure grants and promote CRT’s brand through strategic public storytelling. Additionally, they provide executive oversight to the Marketing department, ensuring that branding, audience development, and sales strategies effectively align with community outreach goals.

Preferred Qualifications & Transferable Skills

Passion for Theatre The successful candidate must possess a personal commitment to theatre, driven by a genuine passion for the performing arts and a deep appreciation for the unique, vital role a professional repertory theater plays in an isolated mountain community like Creede.

Financial Leadership & Fiscal Acumen Candidates must have proven success as a chief financial manager, CFO, or executive director within a nonprofit, preferably a performing arts institution. Candidates should bring deep expertise in complex annual budgeting, cash flow management, financial modeling, and multi-year forecasting. Strong familiarity with nonprofit fund accounting, internal controls, audit coordination, and Form 990 filings is required, alongside the ability to use financial data and KPIs as strategic tools for long-term institutional decision-making.

Collaborative Executive Leadership & Governance This role requires a demonstrated capacity to thrive and share executive authority within a co-equal, dual-leadership model. The ideal management style is built on mutual trust, transparency, and open communication while maintaining clear operational boundaries. Candidates must have experience collaborating with or reporting to a nonprofit Board of Trustees and its subcommittees, driven by a genuine passion for theatre and the unique cultural role it plays in an isolated mountain community.

Operations, Human Resources & Facilities Management Applicants must feature a proven track record of supervising and mentoring multi-departmental administrative teams across Development, Marketing, Finance, HR, and Facilities. Direct experience managing theatrical union frameworks (e.g., AEA, SDC, USA) and executing vendor contracts, liability insurance, and regulatory compliance is essential. This role demands strong proficiency in labor regulations, employee lifecycle management, and a deep commitment to championing equity, diversity, and operational accountability.

Revenue Generation & Institutional Advocacy The successful candidate will bring experience partnering on fundraising strategies, individual donor cultivation, capital campaigns, and grant support. Candidates should be skilled at collaborating with marketing teams to analyze audience development trends, ticket sales metrics, and dynamic pricing strategies. This role requires polished communication skills and a genuine desire to live, work, and embed oneself deeply as a visible public ambassador within a small, tight-knit mountain town.

How to Apply

To apply for this position, submit cover letter, resume, and three professional references HERE. No phone calls, please.

Applications must be received by December 9, 2026 at 5pm MT and will be reviewed as they are received.

Creede Repertory Theatre is an equal opportunity employer and strongly encourages applicants from marginalized communities to apply.