



THE NATIONAL THEATRE

WASHINGTON, D.C.

Director of Operations

The National Theatre Foundation, Washington, D.C.

Reposted: September 22, 2023

Location: District of Columbia, United States

Position: Administrative

Field: Arts Administration, Theatre Management, Financial Management, Other fields

Salary: \$60,000 - \$75,000

Benefits: Health and Dental Insurance; Paid-Time Off/Vacation; Retirement Plan.

Additional Benefits: Hybrid Work Schedule

Website: <http://www.nationaltheatre.org>

Application Deadline: October 16, 2023

Category: Office administration

Employment Level: Full-time

ORGANIZATION OVERVIEW

The National Theatre Foundation (NTF) is the 501(c)(3) non-profit organization that oversees the operations of The National Theatre in downtown Washington DC. NTF has a staff of seven full-time staff members who are responsible for the preservation of the historic theatre, development of community and educational programs, and implementation of all fundraising initiatives. NTF partners with The Nederlander Organization out of New York to program the “Broadway at The National” season and manages the day-to-day operations of the venue.

POSITION SUMMARY

The Director of Operations is responsible for ensuring successful coordination and execution of NTF’s operations. Primary job responsibilities include: 1) Capital project planning and management, 2) Contract negotiations and tracking, and 3) Facility support for the upcoming Capital Campaign, and 5) Other duties as assigned.

This is a full-time, in-person, exempt position, located in Washington, DC. NTF’s offices currently follow a hybrid work schedule with a requirement to be onsite at least 2 days a week. This position reports to the Executive Director.



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PRIMARY RESPONSIBILITIES

- Lead the creation of a phased plan for renovating the historic theatre utilizing the Master Plan created by SmithGroup in 2021.
- Devise an equipment replacement schedule and track equipment useful lifespans.
- Evaluate current building systems and advise staff and the Board of Directors on improvements to these systems that best meet the theatre's needs.
- Participate in meetings about a Capital Campaign and lead the strategy for preparing for any future renovations.
- Oversee RFP and vendor selection process, draft contracts, track insurance, and coordinate payments.
- Coordinate with the theatre operations team to schedule projects around the production schedule.
- Manage all day-to-day coordination to ensure projects are completed on time and on budget.
- Manage project budgets and reports for the Executive Director and Board of Directors.
- Maintain comprehensive files and data relating to capital projects.
- Maintain positive relationships with partners and vendors.
- Support the Development team in grant applications for project funding, including providing project details, quotes, and expense reports.
- Serve as the primary contact for all capital project-related business with various stakeholders by facilitating regular Facility Meetings.
- Provide assistance with contract and agreement negotiations.

REQUIRED EXPERIENCE AND SKILLS

- 3 - 5 years of professional experience with facility management, building systems, and project management, plus relevant higher education
- Engineering or architecture experience strongly preferred.
- Excellent communication, interpersonal, verbal, and written skills.
- Strong organizational, accountability, project, and time management skills.
- Ability to work both independently and as part of a small team.
- Tenant management a plus but not required.
- Ability to successfully handle multiple priorities with attention to detail while remaining flexible, proactive, and highly professional.



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- Proficient in Microsoft Office Suite, SharePoint. Familiarity with Workspeed (MRI software) and project management software experience strongly preferred.

ADDITIONAL REQUIREMENTS

- Must be able to work occasional weekend and early morning hours for project deadlines as needed.

COVID-19 POLICY:

All NTF employees must provide proof of COVID-19 vaccination (one Johnson & Johnson, two Pfizer, or two Moderna). Booster vaccinations are recommended. The current masking policy for the theatre strongly recommends all employees and audience members wear masks.

APPLICATION INSTRUCTIONS

Please submit a résumé and letter of interest highlighting relevant experience with the subject line “Director of Operations” to jobs@nationaltheatre.org. No phone calls please.

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The National Theatre Foundation is an equal opportunity employer committed to practicing and promoting equity, diversity, inclusion, and anti-racism in our operations and in our programs. In particular, NTF seeks a racially diverse staff team to mirror the diversity of the DC metropolitan area.

ABOUT THE NATIONAL THEATRE FOUNDATION (NTF)

Since its opening in 1835, just blocks from the White House, [The National Theatre](#) (The National) has premiered landmark American musicals, including *West Side Story* in 1957; hosted presidential inaugural balls; and played a significant role in important national events. Deeply steeped in the history of the United States, it was at The National that President Lincoln watched the Washington debut of John Wilkes Booth in the title role of Shakespeare’s *Richard III*. The original theatre was reconstructed several times in the 19th century following a number of fires. The current building had its first performance in 1923 and in the early 1980s, the theater underwent a major renovation. The refurbished theater opened in 1984, with President and Mrs. Reagan attending a gala benefit performance of David Merrick’s *42nd Street*. Simply put, few theatres in America have the history, prestige, and continuing vitality of The National Theatre.

Further, The National has welcomed almost every major theatrical star in United States history. It strives to be the “Stage for the Nation,” by presenting the highest caliber of performing arts genres, ranging from Broadway productions to popular entertainment and award-winning educational programming. The National’s 2023-2024 season includes nine Broadway



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productions along with our three primary community programs: (1) *Saturday Morning Live! At The National*, a series of free performances for children; (2) *Community Stage Connections*, a free program that brings theatrical and musical performances to communities throughout the District of Columbia and surrounding communities that experience barriers to accessing the performing arts; and (3) *Teens Behind the Scenes*, which provides District of Columbia, Maryland, and Virginia high school students interested in the performing arts with free tickets to Broadway productions and talk-backs with theatre professionals. Given the diversity of the area, a particular focus of our community and education programs is engaging children and youth from economically disadvantaged communities.

The National has two performance venues—the main theatre, with a capacity of approximately 1,700, and the Helen Hayes Gallery, an intimate 125-seat performance space ideal for educational programming and smaller performances. The National also has an extensive collection of archival materials, including playbills, photographs, articles, and posters. Proper storage, access, digitization, and display are a priority.

While its name may suggest otherwise, The National does not receive government funding. The historic building is privately owned and leased to The National Theatre Foundation (NTF)—a 501(c)(3) nonprofit organization governed by a 15-member Board of Directors. Charles “Sandy” Wilkes serves as Chairman of the Board. NTF’s fiscal year 2024 operating budget is more than \$1.5 million, with approximately 75 percent coming from contributed revenue and 25 percent in earned revenue. This does not reflect capital improvement funds, with recent annual expenditures of \$500,000. NTF is responsible for community engagement, oversees educational programs, and preserves The National’s building and its extensive archives. Among its other responsibilities, NTF’s staff manages The National’s relationship with National Theatre Group (NTG). NTG is an affiliate of Nederlander National Markets, which is responsible for the “Broadway at the National” season each year. NTG/Nederlander National Markets is the sole presenter on the Main Stage.

NTF’s strategic planning is focused on further deepening its identity, supporting NTG’s Main Stage presentations while expanding our own community engagement programs, and communicating The National’s rich history in order to distinguish The National in DC’s vibrant performing arts scene. NTF’s strategic initiatives in the coming years include bringing The National’s archives and history to the public’s attention, increasing its organizational capacity, expanding its economic platform, increasing its strategic partnerships, and formulating a communication plan that tells the compelling, inspiring story of The National.