



ORGANIZATION

New York Stage and Film (NYSAF) is a non-profit company dedicated to artists developing new plays, musicals, screenplays, and TV scripts by supporting responsive processes, free from critical and commercial pressures. Since 1985, NYSAF has been a vital incubator for emerging and established artists and their work, a catalyst for stories that start with us and continue across the country and around the world. Our annual artist support adapts resources and programs to serve the needs of artists today, prioritizing community in an evolving era of connectivity and creation, including: The NYSAF Summer Season in the Hudson Valley, NYC-Based Programming, The Filmmakers' Workshop, Awards & Fellowships, and more. [Learn about our programming here.](#) [Organization History & Notable Projects.](#)

NYSAF is a company dedicated to flexible, artist-driven processes. We believe in artistic freedom, artistic expression, and empowering artists to reach their fullest visions. We believe that process can only be fostered in a creative space that is also a safe space. All NYSAF community members are required to read and encouraged to uphold our [Code of Conduct](#).

NYSAF is an equal opportunity employer. All qualified applicants shall be afforded equal employment opportunities without discrimination because of visible and invisible differences, including but not limited to age; ethnicity; gender; gender identity; language differences; nationality; parental status; physical, mental, and developmental abilities; race; religion; sexual orientation; skin color; socioeconomic status. Candidates from populations underrepresented in the theater field are strongly encouraged to apply.

POSITION SUMMARY

Working in support of the Artistic Director and their vision for New York Stage and Film and reporting to the Board President, the Managing Director will help lead one of theater and film's most impactful developmental incubators. The Managing Director will support NYSAF's mission to serve artists with flexible resources throughout the year, while also upholding our commitments to education and audience engagement. This individual will commit to equity, inclusion, and diversity and translate these principles into action throughout the organization. The Managing Director will have oversight of all administrative and financial operations, including NYSAF's fundraising, finance, marketing, human resources, operations, and facilities. The Managing Director will monitor and manage the organization's financial health and fortify fundraising strategies to build contributed revenue. With the Artistic Director, the Managing Director will build a culture of creative excellence, financial stability, safety, and well-being. This individual will be comfortable working in a collaborative environment with a small year-round team,

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and also have the capacity to interface with and help manage an expanded seasonal team during the annual Summer Season in the Hudson Valley.

ROLES & RESPONSIBILITIES

Strategic Vision & Leadership

- Lead the organization's strategic vision effectively with the Artistic Director and Board to ensure that all artistic and financial decisions are mission-aligned
- Demonstrate a collaborative leadership style in a wide range of settings
- Embrace the principles of equity, diversity, inclusion, and access to ensure a company culture that respects all humans within an environment of empowerment
- Commit to continued learning and growth with regards to furthering the values of equity, diversity, inclusion, and access within the organization
- Build and guide a team of effective, compassionate, and driven individuals
- Be a passionate, visible, and informed advocate for NYSAF, actively seeking opportunities to engage with the broader community and to participate in events that position NYSAF toward improved fundraising and visibility
- Communicate NYSAF's mission with information and materials highlighting the service, programming, and values within the context of the field

Financial Oversight

- Direct and oversee all aspects of organizational finances
- Demonstrate solid fiscal acumen, including overseeing organizational budgets, controlling expenditures, and creating forecasting models and scenario plans
- Maintain regular and transparent communications about the organizations financial status with the Executive Committee of the Board
- Administer all business transactions and maintain proper accounting procedures, in consultation with NYSAF's accountants, including preparation of the annual audit.
- Oversee contracting with external agents, including AEA, SDC, insurance agreements, leases, rights/royalties, and vendors.

Fundraising

- Provide leadership to NYSAF's fundraising, serving as a key advocate working with the Board and staff to create, execute, and regularly monitor plans to actively grow the base of funding to serve the mission and community
- Actively seek out new and renewed sources of contributed income by cultivating and deepening relationships with key individual donors, foundations, and corporate funders
- Leverage Board members' skills and networks to strengthen board-driven fundraising in support of the organization

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- Creating and supervising fundraising events including annual benefit
- Maintain annual calendar for foundation giving, and manage execution of all grants, including writing content

Board Relations

- Establish a strong working relationship with the Board of Directors, encouraging all board members to participate actively and facilitating their involvement beyond board meetings.
- Help to identify new board members whose talents, interests, and commitment will further NYSAF's mission and secure financial resources, in partnership with the existing Board of Directors
- Schedule, attend, and report at all Board meetings about pertinent financial and management matters
- Structure meetings, committee meetings and retreats of the Board

Community Engagement

With the Artistic Director:

- Act as a spokesperson to develop relationships and engage with a wide variety of constituents, including artists, audience members, business owners, institutional partners, elected officials, and media to enhance the organization's brand and reputation
- Create a culture where everyone is safe, valued, and respected; refine and uphold systems of reporting, accountability, and repair when needed
- Oversee marketing and communication strategies to expand and diversify audiences and donors
- Oversee Front of House strategies to ensure an clear and effective audience experience
- Recruit and supervise full-time and seasonal administrative and production staff
- Embrace diversity and inclusion as a key element of community engagement, including but not limited to areas of audience development, workforce vitality, board participation, and vendor access

Operational Management

- Manage relationships and negotiations with business owners, institutional partners, etc. for general and program-specific operations
- Oversee insurance policies and work with insurance brokers to manage coverage
- Oversee IT vendor, office management, and other general assorted administrative duties as required



COMPENSATION & BENEFITS

The annual salary for the Managing Director role at NYSAF starts at \$100,000 - \$110,000, commensurate with experience; and a benefits package including health insurance, paid time off, and holidays. This position will work in-person in New York City and remotely in a hybrid configuration. Must be willing to relocate to the Hudson Valley for 8-10 weeks around the annual Summer Season; housing will be provided.

APPLICATIONS

To submit a letter and resume with a summary of demonstrable accomplishments, please email PDFs to info@newyorkstageandfilm.org; subject line: MD SUBMISSION.

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NYSAF BIO

New York Stage and Film is a non-profit company dedicated to **artists developing new stories** for theater, film and beyond by supporting responsive processes. Since 1985, NYSAF has been a vital incubator for emerging and established artists and their work, a catalyst for stories that start with us and continue across the country and around the world.

NYSAF's annual artist support includes:

Our **Summer Season in the Hudson Valley** where professional artists and early-career practitioners live and work together in a collaborative artistic environment. Working away from critical and commercial pressures, artists are free to connect and take risks as they explore and develop new projects through readings, workshops, developmental productions, and residencies.

NYC-Based Processes that emulate the nurturing environment of our summer season.

Adaptable and **remote** programs, mentorships, and communities that support artists through an evolving era of connectivity and creation.

Our **Filmmaker's Workshop** that serves early-career filmmakers with professional mentors and creative development.

The **Founders' Award** and **Pfaelzer Award** that serve exceptional voices with financial support, administrative resources, and access to the NYSAF community while they develop a project of their choosing.

Residencies for individual artists, project teams, and other companies, with resources tailored to their articulated needs.

Notable productions that received vital incubation with NYSAF include: the Tony Award-winning **HAMILTON** (Lin-Manuel Miranda), **HADESTOWN** (Anaïs Mitchell), **THE HUMANS** (Stephen Karam), **DOUBT** (John Patrick Shanley); OBIE Award winning **THE INVISIBLE HAND** (Ayad Akhtar), Pulitzer-finalists **THE WOLVES** (Sarah DeLappe) and Taylor Mac's **A 24-DECADE HISTORY OF POPULAR MUSIC**; Broadway musicals **HEAD OVER HEELS**, **AMERICAN IDIOT**, **BRIGHT STAR**; Off-Broadway's **THE FORTRESS OF SOLITUDE** (Michael Friedman and Itamar Moses), **SANCTUARY CITY** (Martyna Majok); the award-winning **PEANUT BUTTER FALCON** (Tyler Nilson and Michael Schwartz); multiple collaborations with **Ngozi Anyanwu**, **Jocelyn Bioh**, **Halley Feiffer**, **Zach Helm**, **Beth Henley**, **Warren Leight**, **Mozhan Marnó**, **Billy Porter**, **Brian Quijada**, **Josh Radnor**, **Duncan Sheik**, **Steven Sater**; and hundreds more.