

# TheatreWorks

SILICON VALLEY

## Director of Finance

**“...an incubator of scores of artists, developing and premiering countless new works, many of which have gone on to long life elsewhere.”**

*- San Francisco Chronicle*

### Organization

TheatreWorks Silicon Valley (TheatreWorks) is one of the Bay Area's flagship non-profit theaters and leading regional theatres in the nation. In 2019, the company was honored by the American Theatre Wing with the Regional Theatre Tony Award. Its mission is to celebrate the human spirit through innovative productions, new works, and arts engagement programs inspired by and engaging its diverse Silicon Valley community. TheatreWorks produces a mix of new works, regional premieres of contemporary hits, and reinvigorated classics, in the 600-seat Mountain View Center for the Performing Arts and the 425-seat Lucie Stern Theatre in Palo Alto, LORT B & C theatres, respectively.

With the point of view that the San Francisco Bay Area is the prototype of a diverse, ever-evolving America, TheatreWorks is committed to exploring the changing world and enhancing the American theatre with new vision, revealing who we are and what we might become. We seek to create community by welcoming the mosaic of cultures, perspectives and people that embody the Bay Area and beyond. We celebrate the transformative power of theatre to ignite imagination, inspire conversation, and interconnect our human spirits.

TheatreWorks has been committed to the creation of new works for the stage since its founding in 1970, having produced over 70 World Premieres and more than 170 Regional Premieres. In 2000, this commitment was strengthened and formalized with the establishment of its New Works Initiative, which has contributed to the development of scores of new plays and musicals earning national recognition and acclaim for the company and the new works program. Highlights of the program include the annual New Works Festival, the annual Writers Retreat, a commissioning program, and formative readings and workshops throughout the year. Writers currently under commission include Min Kahng, The Kilbanes, Lynn Rosen, Pia Wilson, Chris Miller, Nathan Tysen, Idris Goodwin, Mansa Ra, and Geetha Reddy. TheatreWorks believes in supporting local and national writers in the earliest stage of a play's development.

TheatreWorks has asserted its commitment to becoming an anti-racist organization and is pursuing the intention to use its voice and art form to take a stand against conscious and unconscious bias and systemic racism. Updates and action steps toward inclusion, diversity, equity, accessibility, and anti-racism are published on its website and include the creation of an IDEAA collective, ongoing facilitated training at the board and staff levels, and the creation of the new department of Arts Engagement. Along with creating educational programs and increasing the accessibility of our programming, this department will focus on fostering long-term, trust-based, and reciprocal relationships with BIPOC and under-represented communities throughout the Silicon Valley.

TheatreWorks Silicon Valley is governed by a 25-member Board of Trustees, led by Board Chair Holly Ward. Tim Bond has served as Artistic Director since 2020, following the 50-year tenure of Founding Artistic Director Robert Kelley. Debbie Chinn is the newly appointed Executive Director, joining the company in November 2022. TheatreWorks has a consistent record of balancing its approximately \$10MM pre-pandemic budget. Due to the COVID-19 shutdowns, the fiscal year ending June 30, 2021, had total revenues of \$6.7MM and total expenses of \$5.9MM. TheatreWorks' FY22 budget had total revenues of \$10.8MM and \$9.4MM in expenses. For FY23, TheatreWorks' budget is \$10MM. The cash position of the company continues to remain strong and we currently have available our entire \$600,000 line of credit. TheatreWorks' endowment stands at approximately \$5MM.

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## Community

Situated on the traditional territory and unceded homeland of the Ramaytush Ohlone peoples, TheatreWorks is headquartered in Silicon Valley, which includes the cities of San José (the third-largest city in California), Sunnyvale, Santa Clara, Redwood City, Mountain View, Palo Alto, Menlo Park, and Cupertino. Silicon Valley's location around the southern shores of San Francisco Bay provides easy access to the global hub of San Francisco, with Yosemite, Lake Tahoe, and Napa Valley within driving distance. TheatreWorks serves the nine-county San Francisco Bay Area, which is home to approximately 7.8 million residents.

A nexus of arts and innovation, Silicon Valley is the home to many first-rate universities, including Stanford University, and dozens of major technology, software, and internet companies. Apple, Google, Meta (formerly Facebook), and Visa are among the major brands headquartered in the region.

TheatreWorks Silicon Valley is a leader among the region's arts and culture organizations, joining major Bay Area theatres American Conservatory Theater and Berkeley Rep, along with nearly 400 Bay Area theatre companies, making the region the nation's third-largest theatre center. Silicon Valley is the home to numerous cultural organizations such as The Tech Museum, San Jose Opera, City Lights Theatre, Stanford Live, Cantor Arts Center, Symphony Silicon Valley,, San Jose Museum of Art, Movimiento de Arte y Cultura Latino Americana (MACLA), EPACENTER, San Jose Stage Company, Children's Musical Theatre of San Jose, San Jose Youth Symphony, San Jose Museum of Quilts and Textiles, Children's Discovery Museum of San Jose, Less than an hour drive from Silicon Valley, San Francisco houses San Francisco Ballet, San Francisco Symphony, SF Jazz, San Francisco Opera, Club Fugazi, SFMOMA, the Asian American Art Museum, the Museum of the African Diaspora, and many others.

With its Northern California weather, Silicon Valley has a Mediterranean climate of warm summers and cool winters and offers proximity to beaches and countless ways to enjoy the outdoors. Visitors can find stunning views on endless miles of trails or spend an afternoon strolling through the historic Elisabeth F. Gamble Garden, which is free and open to the public every day of the year. Children can enjoy the Palo Alto Junior Museum and Zoo.

Sources: [visitcalifornia.com](http://visitcalifornia.com); [census.gov](http://census.gov); [siliconvalleyguide.org](http://siliconvalleyguide.org); [cityofpaloalto.org](http://cityofpaloalto.org); [theatreworks.org](http://theatreworks.org)

## Position Summary

TheatreWorks Silicon Valley seeks a Director of Finance who will offer strategic financial leadership to the organization. A successful candidate will work closely with the Executive Director to strategically develop financial stability and growth strategies that ensure TheatreWorks' long term success. A successful Finance Director candidate will take a proactive approach to creating, monitoring and reporting on the annual budget; offering regular financial analysis and forecasts; and ensuring strong internal financial policies, procedures and controls. This role reports to the Executive Director, is part of an 8-person leadership team, and frequently needs to collaborate interdepartmentally to accomplish company-wide objectives. The position is also responsible for maintaining relationships with key financial institutions, including maintaining treasury management. This role currently oversees 2 positions.

## Key Responsibilities

- Oversees monthly, quarterly and annual financial reporting (including cash flows) used by the staff and board, and acts as the strategic financial leader developing reporting for regular decision making at the staff and board level.
- Oversees weekly and biweekly payroll processing for employees in a timely and accurate matter.

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- Manages treasury management for the organization, ensuring strong financial controls and accounting practices in all aspects of the Finance Department.
- Working with the Executive Director, ensures transparency, understanding and education regarding the financial performance of the company across the organization.
- Serves as a member of the senior leadership team, assisting in long range and strategic planning initiatives, participating in decisions to align resources with institutional goals and values, and leads (with Executive Director) long range budget planning and development.
- Attends meetings of the Board of Trustees and makes written and oral presentations regarding budget, financial operations, audit and investments as required. Serves as staff liaison on Audit, Finance and Investment committees.
- Maintains speed and accuracy of accounts payable and receivable functions, including royalty payments.
- Ensures all audit obligations are met on a timely basis and liaisons with Auditors and Audit Committee.
- Oversee and maintains corporate insurance and business permits.
- Coordinates and produces all tax documentation as required, including IRS 990 documentation
- Collaborates with People and Culture for the administration and funding of medical/dental/vision plan, life and long-term disability insurance and workers compensation insurance; monitor claim experience and adjusters' investigations; analyze and report expenses for all plans; and ensures compliance with DOL and IRS.
- Embrace commitment to Inclusion, Diversity, Equity, Accessibility and Anti-Racism (IDEAA). Model inclusive behavior: interrupt behaviors that hinder TheatreWorks' IDEAA efforts; and demonstrate a degree of cultural competency that enhances relationships with all constituents at TheatreWorks, particularly those belonging to groups of diverse backgrounds, including but not limited to, race, ethnicity, gender, nationality, sexual orientation, religion, language, ability and socioeconomic status.
- Other duties assigned by Executive Director

## Qualifications

- Five years of experience running a Finance dept (or equivalent) with a budget of at least \$5 million.
- CPA or MBA background a plus.
- Demonstrated knowledge of strategic financial management and of nonprofit finance including budgeting and accounting, business law, treasury management, insurance, investments, retirement, health and employee benefit plans, and payroll and personnel administration.
- Outstanding interpersonal and communications skills – characterized by the ability to listen well and communicate authentically and clearly.
- Candidates preferred who approach problems in a logical, analytical, accurate and detailed oriented manner, while at the same time able to demonstrate complex strategic perspectives.

## Compensation and Benefits

Salary is \$125,000/year and includes some of the following benefits: employer-paid health insurance; a 403(b) retirement plan; paid vacation; holidays; personal and sick days; season tickets to TheatreWorks; friends and family discounts; and a creative, energetic environment. TheatreWorks is an equal opportunity employer committed to a diverse workforce.

## Location

Flexible with both remote and in-person work as needed.

## Regular Hours:

Variable depending on the performance cycle; evenings, weekends, and holidays as needed.

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## Reports to

Executive Director

## Applications and Inquiries

Please send a resume and cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to [search@theatreworks.org](mailto:search@theatreworks.org), with the subject line: “**Dr of Finance – [Insert your last name]**”.

**TheatreWorks Silicon Valley strives to be an inclusive work environment and embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups to apply.**