General Manager — Job Description

Nov 11, 2026

Midland Community Theatre (MCT) seeks a General Manager to lead the business side of one of the region's largest community theatres.

Reports to: Executive Director · **Status:** Full-time, exempt · **Location:** Midland, Texas (on-site)

About Midland Community Theatre

MCT is a nonprofit community theatre where volunteers from every walk of life create a full season of productions for local audiences. A small professional staff supports hundreds of volunteer performers, crew members, ushers and board members each year. We are proud of our history and committed to keeping the theatre financially healthy, well run and welcoming for the next generation.

Position summary

The General Manager is MCT's second-ranking leader and runs all non-artistic operations. Reporting directly to the Executive Director, the GM oversees operations, bookkeeping, administration, marketing, service contracts and facility upkeep, so artistic staff and volunteers can focus on the work on stage.

The GM acts on the Executive Director's behalf when they are unavailable and is a key partner in budgeting, planning and board reporting. This role suits a hands-on manager who likes systems, numbers and buildings as much as people.

Key responsibilities

Operations

- Oversee day-to-day business operations across the box office, front of house, rentals and administrative offices
- Build and maintain policies, procedures and calendars that keep business operations on track
- Coordinate operational needs for productions, classes, rentals and special events with artistic and education staff
- Supervise the bookkeeper and other non-artistic staff and support volunteer leaders in operational roles
- Serve as the senior manager on duty in the Executive Director's absence

Finance and bookkeeping

- Supervise the bookkeeper and review accounts payable and receivable, deposits, payroll processing and bank reconciliations
- Prepare monthly financial reports for the Executive Director and the board's finance committee
- Help the Executive Director build the annual operating budget and track spending against it
- Maintain internal controls and coordinate the annual audit or financial review with outside accountants
- Work with the Development Director to gather financial and operational data for grant and donor reporting
- Assist the Development Director with fundraising events and campaigns as needed, including budgets, logistics and vendor coordination

Administrative management

- Oversee HR administration: onboarding, personnel files, benefits enrollment and policy compliance
- Manage licenses, permits and required filings
- Maintain records, office systems, technology and software vendors
- Support board meetings with reports and materials as requested

Marketing

- Serve as MCT's primary contact with its full-service marketing agency, leading weekly meetings and ensuring all season, Summer Mummers, membership and event materials are produced and distributed on schedule
- Monitor a marketing calendar tied to production, promotion, ticketing and fundraising deadlines
- Gather content and coordinate approvals among artistic staff, the Development Director, the Executive Director and the agency, including sign-off on the season strategy and show plans before launch
- Manage the annual agency contract, holding the agency to its agreed scope, deliverables and timelines
- Oversee the advertising budget, which MCT pays directly to media separately from agency fees, and track spending against it
- Review the agency's quarterly performance reports on ticket sales, membership, Legacy Society and program ad sales goals, and report results to the Executive Director
- Arrange outside vendors for marketing work beyond the agency's scope, such as major website projects

Service contracts and vendors

- Negotiate, manage and renew service contracts (janitorial, HVAC, security, pest control, IT, utilities and similar)
- Review vendor performance and compare bids to get the best value
- Maintain a central contract calendar and ensure terms, insurance and renewals are tracked

Facility upkeep

- Oversee maintenance, repair and safety of MCT's buildings and grounds

- Oversee the planning and schedule preventive maintenance and manage capital repair projects with contractors
- Ensure compliance with fire, life-safety, ADA and building codes
- Maintain emergency procedures and coordinate facility readiness for performances and events

Qualifications

Required

- Bachelor's degree in business, nonprofit management, accounting or a related field, or equivalent experience
- 5+ years of progressive management experience in operations, finance or administration, including supervising staff
- Working knowledge of nonprofit bookkeeping and fund accounting (QuickBooks or similar), enough to direct and review a bookkeeper's work
- Experience negotiating and managing vendor and service contracts
- Experience overseeing a facility, building maintenance or capital projects
- Strong organization, judgment and discretion with confidential information
- Clear written and verbal communication with staff, volunteers, vendors and board members

Preferred

- Experience in a performing arts venue, community theatre or other volunteer-driven nonprofit
- Familiarity with ticketing, donor or CRM systems
- Knowledge of HR administration and Texas employment requirements
- Understanding of building systems and life-safety compliance

Schedule, working conditions and compensation

- Full-time, typically weekday office hours, with regular evening and weekend work during productions, events and facility needs
- Must be able to walk the full facility, climb stairs and occasionally lift up to 40 lbs
- Salary: $108,000 - 115,000, commensurate with experience
- Benefits include health insurance including option for spouse and dependants, PTO, professional development, complimentary tickets, and a 3% retirement match.
- Start Date: After January 4th, 2027. TDB w/selected candidate.

How to apply

Send a cover letter, résumé and three professional references to adam@mctmidland.org with "General Manager" in the subject line. Applications are reviewed on a rolling basis until the position is filled. No candidate will be contacted before 11/30/2026, for next steps.

Midland Community Theatre is an equal opportunity employer. We welcome applicants of every background and do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status or any other protected status.