



## THE ORGANIZATION

The Pasadena Playhouse is a place where people have gathered for 100 years to experience bold and important theater. It is one of the most prolific theaters in American history with a legacy of profound theatrical impact and courageous new work. As the state theater of California, Pasadena Playhouse's mission is to enrich people's lives through theater, community programs and learning.

The Pasadena Playhouse was founded in 1917 by theater impresario Gilmore Brown. Galvanizing the community, Brown raised money from over 1,000 citizens in Pasadena to purchase land at 39 S. El Molino and in 1925 the current landmarked theater opened its doors with national fanfare. In 1937, the California state legislature unanimously voted the Pasadena Playhouse the official state theater of California.

In 2016, the Pasadena Playhouse board appointed Danny Feldman to the newly created role of Producing Artistic Director (a combination of traditional artistic director and managing director responsibilities) to lead a renaissance for the organization. Since joining the Playhouse, Feldman has staged critically acclaimed mainstage productions and led significant growth in board, staff and community investment.

One of the most prolific drama-producing organizations in the history of American theater, the Pasadena Playhouse has commissioned over 550 new works, produced upwards of 1,200 shows, spearheaded over 500 world premieres, developed several shows that went on to Broadway, and welcomed millions of audience members. In its history, arts education and access have been at the core of the institution with more than 30,000 students served in the last four years alone. Today, the Pasadena Playhouse State Theater of California is a \$9 million League of Resident Theaters (LORT) B theater with 29 full-time staff located in beautiful Pasadena, California.

The Pasadena Playhouse is in the midst of a renaissance that includes new staff and board leadership and a reimagined vision for the future. Moving from a place where the community goes for entertainment, to a destination they seek out for enlightenment is a core purpose. New pillars of groundbreaking theatrical experiences, authentic community engagement and life-long dramatic learning, are set against a business model based on current drivers.

For more information, please visit [www.pasadenaplayhouse.org](http://www.pasadenaplayhouse.org).





## THE OPPORTUNITY

The Pasadena Playhouse is well-positioned to benefit from a strategic, collaborative, and forward-thinking finance professional. Reporting to the Producing Artistic Director, the Chief Finance and Administrative Officer (CFAO) provides executive-level leadership and strategic direction for the financial and administrative affairs of the Pasadena Playhouse and is a valued member of the senior leadership team, which includes the Associate Producer, the Chief Development Officer and the Chief Marketing and Communications Officer. The CFAO oversees accounting, budgeting, finance, risk management, internal controls, human resources, information technology, and key aspects of facilities and office management with the following direct reports: Controller, Business Manager, and Facilities Manager as well as an outside IT consultant.

The CFAO works closely with the Producing Artistic Director and the Board of Directors in developing and implementing both near-term and longer-term financial plans and budgets. The CFAO plays the lead role in managing and coordinating the development of the annual operating budget consistent with season production goals and the financial goals established by the Board of Directors.





The CFAO provides ongoing fiscal and financial analysis in a fluid and changing revenue environment; prepares long-term forecasts and financial models; monitors and reports financial performance; manages banking and external audit relationships; and supports the Producing Artistic Director in the negotiation and administration of certain leases and contracts on behalf of the organization.

An exceptional communicator and presenter, the CFAO is responsible for providing user-friendly, informative, forward-looking financial reports. As the principal staff to the Finance and Audit Committees of the Board of Directors, the CFAO assists the Producing Artistic Director in providing support to the Board as needed.

The CFAO plays a proactive and constructive leadership role, working both independently and with the Producing Artistic Director and closely with the senior leadership team, to bring together senior colleagues to address near and longer-term financial matters, planning for future seasons, capital projects, and supporting financial reporting for the advancement operation.



## TRAITS AND CHARACTERISTICS DESIRED

The successful candidate will be an entrepreneurial, flexible, effective, strategic, and self-motivated leader with strong communication skills, both oral and written. The CFAO should have exceptional analytic and strategic planning skills and be able to develop and implement clear goals, systems and priorities. Accounting and financial expertise, outstanding problem-solving abilities, and strong interpersonal skills are expected. The selected candidate must be a skilled thought leader as an individual contributor, manager of staff and as partner to colleagues on the senior leadership team. The Pasadena Playhouse is a highly collaborative environment and is represented by a strong team of senior leaders. As such, the CFAO must be a skilled member of a team that encourages and values creativity, collegiality, transparency, and open feedback and embraces the Pasadena Playhouse's mission. The Pasadena Playhouse is, above all, an arts organization that relies upon the talents of creative people. The CFAO must be a capable, mentoring manager and colleague and must have a strong sense of personal integrity.

Working closely with the Producing Artistic Director, the CFAO will play the lead role in preparing timely, accurate and cogent financial reports, analyses and plans to the Board. As such, the successful candidate must possess the skills and temperament to be an effective oral and written presenter in the context of supporting a Board.

The CFAO should be highly motivated and comfortable managing multiple tasks simultaneously. Strong organizational skills and attention to detail are important; the successful candidate will be responsive and good at follow-through. The Pasadena Playhouse office is a dynamic environment. It requires this person to be a nimble creative problem solver, able and willing to step in and roll up their sleeves, while at the same time demonstrating exceptional leadership and intellectual horsepower. The CFAO should also be a model of integrity, and fairness and have high ethical standards. Ingenuity, compassion, unflappability, dedication, enthusiasm, humor, and energy are also key attributes.

## CAREER TRACK LEADING TO THIS POSITION

Competitive candidates will have a track record of proven financial leadership experience gained through increasingly responsible positions. Experience as a CFO or senior financial manager in a dynamic nonprofit organization and experience working with a Board of Directors is strongly preferred. Experience overseeing accounting, budgeting, controls, and reporting is essential and expected. The CFAO will bring a keen understanding of budgeting and accounting principles, organizational policies, procedures, systems, and objectives, as well as knowledge of fiscal management. The ability to research and prepare comprehensive statistical and narrative accounting reports and to analyze and interpret complex data is also important. Proven successful team leadership is required and successful candidates must demonstrate a clearly articulated collaborative and flexible management style that supports a positive team culture, well-being of staff, regular feedback, high performance, and employee retention. The ability to develop and maintain effective professional working relationships at all levels of the organization is imperative. Familiarity with recent HR trends and contemporary workforce issues will be highly valued. An MBA or related advanced degree would be a plus.



# COMPENSATION

The annual salary range for this position is \$150,000 to \$170,000 plus benefits including medical, dental, and life insurance coverage, generous paid time off, and a 403(b) retirement plan.

# TO APPLY

Candidates are invited to submit a resume and compelling letter of interest via Morris & Berger's [website](#).

Please direct inquires and nominations in confidence to:

Karin Stellar

Partner, Morris & Berger

Telephone (818) 507-1234

[kstellar@morrisberger.com](mailto:kstellar@morrisberger.com)

*Electronic submission is required.*

The Pasadena Playhouse works to maintain a positive environment for its employees, where people can learn, grow and thrive with the company. The Pasadena Playhouse strives to provide a collaborative, creative, transparent workplace where each person feels encouraged to contribute to its processes, decisions, planning and culture.

The Pasadena Playhouse is an Equal Opportunity Employer.

