

Tuesday, May 19, 2015

## Managing Director

Company: New Paradise Laboratories  
Location: Philadelphia, PA  
Compensation: Competitive

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New Paradise Laboratories, an award-winning theatre ensemble based in Philadelphia, seeks a full-time Managing Director. Entering its 20th year, NPL is a theatre research company that creates new works for stages of all sorts, including the darkened room, on the street, and in the web. All work is created from scratch employing an ensemble of actors, musicians, writers, composers, dancers, visual artists, web designers, and philosophers.

The Managing Director oversees all administrative, marketing, production, fundraising, and financial functions of the Company. Reporting to the Board of Directors and serving as partner to the Artistic Director, the MD must have excellent writing skills, the ability to work independently on tight deadlines, and superior organizational capacity. Experience with budget creation and management (including QuickBooks), grant writing, touring/production planning, budgeting/financial tracking, human resources & contract management, accounting, event planning, and schedule tracking required.

A strong streak of curiosity, broad interests, an intrepid and adventurous spirit, and resourcefulness are a definite plus.

The successful candidate should have 3-5 years of experience managing a nonprofit and a Bachelor's degree (MFA degree preferred), preferably in a performing arts field. Familiarity with the contemporary performance scene helpful.

Estimated start date late summer; interviews to begin early June. Salary mid-\$30s to low-\$40s. For more on NPL, go to [newparadiselaboratories.org](http://newparadiselaboratories.org).

Please send cover letter, a resume, and salary requirements to [hr@newparadiselaboratories.org](mailto:hr@newparadiselaboratories.org). No calls please.

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