



East West Players seeks a Chief Operating Officer.

Who is East West Players?

East West Players (EWP) is one of the longest running theaters of color in the country and the largest producer of Asian American artistic works. EWP was founded in 1965 by nine Asian American artists (Mako, Rae Creevey, Beulah Quo, Soon-Tek Oh, James Hong, Pat Li, June Kim, Guy Lee, and Yet Lock) seeking to create roles beyond the stereotypical parts they were offered onstage and in theater and film.

Founded in 1965, East West Players is committed to raising the visibility of the Asian American experience by presenting inventive world-class theatrical productions, developing artists of color, and providing impactful youth education programs. - East West Players Mission Statement

Faced with the changing demographics and being a leading advocate for diversity in the national theatrical field and LA arts and culture community, EWP has focused on intersectionality between communities of color as well as issues affecting communities of color from mental illness to issues related to immigration, disability, etc. It has also existed as a training ground for Asian American actors, providing nationally recognized arts education programs that raise the visibility of the API community and its impact on the history of this country. Now in its fifth decade, East West Players has grown into one of the largest and most prolific theaters of color in the country with a renowned legacy of social justice intertwined with artistic excellence. As part of its new strategic plan, EWP has revamped and updated its Mission, Vision and Values. These new statements provide a guiding policy to the organization as it embarks on its next half century of groundbreaking work.



East West Players' vision is to inspire and advocate for a world free of racism and discrimination through transformative artistic works. -East West Players Vision Statement

East West Players's values are excellence, to aspire to the highest level of artistry; consciousness, to raise visibility and dialogue around the issues that affect our times; community, to create an open and inclusive space for diverse constituencies; and leadership, to lead the Asian American and theatrical communities with ground-breaking artistic works.

Who is in Leadership?

Snehal Desai is EWP's Producing Artistic Director. Before joining East West Players, Snehal was a freelance director. He is a member of the Asian Pacific American Media Coalition (APAMC) and serves on the boards of the Consortium of Asian American Theaters and Artists (CAATA) and Theater Communications Group (TCG). Snehal found a home at East West Players because he found it to uniquely stand at the intersection of artistry and social justice. As an artistic leader, he has sought to raise awareness on social issues that affect Angelenos by personalizing them through storytelling.

A Soros Fellow and the recipient of a Tanne Award, Desai was in the Inaugural Class of Theatre Communications Group's (TCG) "Spark" Leadership Program. He was also the Inaugural Recipient of the Drama League's Classical Directing Fellowship. Snehal is on the faculty of USC's graduate program in Arts Leadership where he teaches Executive Arts Leadership.

What will you do?

The Chief Operating Officer (COO) is a new position, tasked with scaling and building towards organizational growth at an exciting moment for EWP, following recent key funding, including being recognized as an American Cultural Treasure by



the Ford Foundation. The COO will oversee the financial operations of EWP, establishing and implementing policies and processes that promote EWP's company culture and vision. This role will be responsible for evaluating and managing resources for the theater, executing administrative and organizational priorities, collaborating both up and down the organization with staff, board, and the Producing Artistic Director. The COO reports to the Producing Artistic Director, and will oversee operations related to the departments of finance, operations and sales strategy.

Areas of Accountability

Finance

- Lead organizational and capital budgeting process in collaboration with departmental staff, the Producing Artistic Director and relevant Board committees.
- Supervise accounts management (receivables and payables) with the finance/HR department.
- Manage investments and investment policy in collaboration with the Board of Directors.
- Manage relationships with financial institutions and services.

Operations

- Supervise , human resources, and bookkeeping staff.
- Prepare and present financials to the finance committee and board.
- Supervise the development and management of operating and financial procedures.
- Manage annual audits and ensure tax compliance.
- Lead the negotiating team for contracts with artists and unions.

Facilities

- Create annual capital and facility upgrade plans in consultation with the Producing Artistic Director, Director of Production and Board of Directors.



- Ensure compliance with Occupational Safety and Health Administration (OSHA) and other occupational and facilities standards for the administrative offices and theater.
- Manage rental processes, agreements and procedures on behalf of EWP.
- Build and manage relationships with external vendors.

Marketing, Development, and Audience Services

- Guide EWP's marketing and sales strategies.
- Maintain and ensure compliance with Customer Relationship Management (CRM) and Payment Card Industry (PCI) systems.
- Coordinate with the Development Manager on all development functions, including grant and gift reporting, pledges and gifts receivables, annual gala planning and execution and Board relations.
- Serve as a primary point of contact for the Board of Directors, including supervising board activities and collaborating with the Producing Artistic Director to manage board relationships.
- Serve on the finance and investments board committees.
- Collaborate with Producing Artistic Director and staff on EWP's approach to IT resources and strategy, including a website and branding overhaul.

Who are we looking for?

The COO will be an organizational and strategic partner for the Producing Artistic Director. The bulk of the job will be in finance, but this is also an opportunity for a professional who wants to build their skills in strategic planning and thought partnership. Initially, the COO's time will likely be a 75%/25% split between operations and strategic planning.

In addition to knowledge and experience with financial controls and fiscal management, the COO will have experience in operations, budgeting, and contracting. Interest and experience in other areas such as facilities, IT and production is desirable, but not required. The COO will move fluidly between the



macro and the micro. They will be equally comfortable in a supervisory role and stepping in as a secondary in operations or finance when needed.

Most importantly, the COO will be enthusiastic about EWP's mission and energized by joining an anti-racist organization founded and run by Asian Americans and Pacific Islanders artists, whose vision is to inspire and advocate for a world free of racism and discrimination through transformative artistic works. The COO will be passionate about strategically managing the current influx of resources to grow the capacity of the organization to serve artists, audiences and community. The specifics of the role will be tailored to the strengths of a candidate we feel is a great fit.

Additional Areas of Expertise and Qualifications

- Five - ten years of experience in theater or live events (Master of Fine Arts (MFA), Master of Business Administration (MBA) or management degree preferred if less than ten years experience in the field)
- Knowledge of business functions such as HR, finance, marketing, management and fundraising
- Experience with strategic fiscal planning and business development
- Leadership and organizational skills
- Full and part-time staff management
- Experience working with the API community and/or culturally specific organizations
- Experience working on capital campaigns and/or serving on or collaborating with non-profit boards

How much are we paying and what are the perks?

Salary: \$90K/year



Benefits package: EWP offers full benefits including dental, vision and health insurance, and a 401k. EWP staff must live in the Los Angeles area. Assistance with relocation expenses is available for candidates who currently reside elsewhere.

Currently EWP staff work remotely one day a week. There will continue to be the flexibility of working remotely based on the phase of reopening EWP and operation needs.

Living in Los Angeles: EWP is located in the historic Little Tokyo district in Downtown Los Angeles. The area is a major cultural and civic center for Japanese Americans living in Southern California. Just blocks away from Olvera Street, the Music Center, and Geffen Contemporary at MOCA , EWP is also nestled amongst some of Los Angeles' most prominent cultural touchstones. The area is served by many of Los Angeles' major highways including the 110, 101, 60 and 5 freeways, as well as the region's LA Metro light rail system by its proximity to Union Station. A regional connector line currently under construction will bring even greater connectivity to the neighborhood.

Los Angeles Tourism and Convention Board
"Moving to LA: Where Should I Live Based on My Commute?"

Start Date: As soon as possible after acceptance of the offer.

How do I apply?

Visit aljpc consulting.com/apply-for-open-positions to submit your application.