

The Mission of the Butte Center for the Performing Arts (BCPA) is to inspire, educate,

and entertain audiences by providing the finest venue, Mother Lode Theatre, for the

performing arts and a wide range of excellent and artistically significant programs.

# Mother Lode Theatre Overview

## Theatre Events

BCPA sponsors the **Mother Lode Series** consisting of 4-6 national touring shows featuring Broadway dramas/musicals, Las Vegas and other tribute bands/shows, and Montana Repertory Theatre. We typically sell 300-700 seats for Series events. BCPA sponsors additional stand-alone shows, Underground Comedy, and the Montana Made Music Series.

The Butte Symphony and Butte Community Concert Association rent the theatre for their events typically held September –May. Local dance school rent the theatre for their spring dance recitals, typically held April – June. Other local and national entertainment agencies rent the theatre for stand-alone shows.

## Orphan Girl Children’s Theatre

OGCT operates separately from BCPA under a lease identifying the responsibility of each organization.
Their theatre is located in the basement of the theatre and are governed by a volunteer board. Elizabeth Crase is the director whose duties include development and administration of programs for the community. The OGCT lease provides an opportunity to host shows three times a year in the Mother Lode Theatre.

# BCPA Staff and Budget

The theatre has four primary staff: Managing Director, Technical Director, Operations Manager, and Box Office Manager. Additional staff are hired for special project implementation based on grant awards and for box office, concessions, and stage work when shows are scheduled. Volunteers assist with concessions, ticket takers, and ushers.

Our Operating Budget is approximately $575,000 with approximately two-thirds directly attributed to Series and other show expenses. An endowment from Bob Poore provides a monthly dividend income of approximately $5,000 used to pay operation and maintenance expenses. An additional family endowment provides an annual gift of $70,000-k$100,000; which in the past has been used to defray operating expenses. We would like to become more self-sustaining to use the funds for building improvements and grant match.

# BCPA Board Member Job Description

The board of directors is the governing body of a nonprofit. Individuals who sit on the board are responsible for overseeing the organization’s activities. Board members meet monthly for 1-2 hours to discuss and vote on the affairs of the organization.

Primary board member duties are described below. If board membership is approved orientation and training is provided to make sure directors are comfortable and knowledgeable in their role; previous board experience is an asset but not required.

**Term of service** (excerpt from Bylaws)**:**

The board of directors shall be elected one at a time from nominations by a majority vote of the existing members of the board of directors. The term for each director shall be for one (1) year or until his/her successor is elected or appointed. At the conclusion of the initial one-year **term**, members of the Board of **Directors** may serve additional three-year **terms**. Their **terms** shall be **staggered** so that at the time of each annual meeting, the **terms** of approximately one-third (1/3) of all members of the Board of **Directors** shall expire.

Following is the job description approved in the 2018 Strategic Planning Session and

Responsibilities:

1. Approve the organization’s mission and review management’s performance in achieving it.
2. Responsible for strategic and long range planning. Annually assess the ever- changing environment and approve the organization’s strategy to be responsive.
3. Fiscally responsible for the organization: Annually review and approve the organizations funding plans, financial goals and budget.
4. Establish agency policies.
5. Make attendance at board of director meetings a priority. Notify board chair of any necessary absences. May be removed from the Board of Directors for missing three or more meetings in a year.
6. Serve on at least one committee.
7. Assist with membership recruitment as needed.
8. Assist with fundraising as deemed appropriate.

Organization:

1. Approve appropriate compensation and benefit policies and practices.
2. Hire, monitor, appraise, advise, stimulate, support, reward, and if deemed.

necessary or desirable, change theatre management. Regularly discuss with the Board President matters that are of concern to that person or to the board.

1. Annually approve the performance review by the President of the Board of the Managing Director and establish compensation based on recommendations of the executive committee and board chair.
2. Be assured that management succession is properly planned.
3. Be assured that the organizational strength and employee base can substantiate long- range goals.
4. Propose a slate of prospective board members to current members and fill

vacancies as needed.

1. Determine eligibility for, and appoint members to board committees in response

to recommendations of the executive committee.

1. Annually review the performance of the board, (including its composition,

organization, and responsibilities), and take steps to improve its performance.

Operations:

1. Review results achieved by management compared with the organization’s mission and annual and long- range goals. Compare the organization’s performance to that of similar institutions.
2. Be certain that the financial structure of the organization will adequately support its current needs and long- range strategy.
3. Provide candid and constructive criticism, advice, and comments.
4. Approve major actions of the organization such as capital expenditures on all

projects over authorized limits and major changes in programs and services.

Audit:

1. Ensure that the board and its committees are adequately informed of the financial condition of the organization and its operations through reports or any appropriate method.
2. Ensure that published reports properly reflect the operating results and financial condition of the agency.
3. Ensure that management has established appropriate policies to define and identify conflicts of interest throughout the agency and is diligent in its administration and enforcement of those policies.

Other:

1. Time commitment required: Approximately 4 to 8 hours a month.
2. Must be at least 18 years of age.
3. Must represent a member organization or be a member in good standing of the

BCPA.

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# Who We Are Looking For

We are seeking individuals who are:

* Passionate about expanding arts and cultural events in our community
* Experienced in areas such as; finance, fundraising, marketing, legal, and community outreach.
* Committed to diversity, equity, and inclusion.
* Willing to contribute time, talent, and resources to advance the organization’s mission.
* Enthusiastic about working collaboratively with a team of dedicated professionals.

# Why Join Butte Center for the Performing Arts

As a board member of the Butte Center for the Performing Arts you will have the opportunity to make an impact in Butte and surrounding area by preserving the historic Mother Lode Theatre and ensuring live entertainment continues to grace our community for years to come. Your leadership will help shape the future of our organization and the lives of those we serve. This is a unique opportunity to contribute to a cause you are passionate about while developing your own skills and networks in the process.

# How to Apply

If you are interested in joining our Board of Directors, please complete the application and return it to the Mother Lode Theatre Box Office, send to P.O. Box 522 Butte, MT 59703 or email to jocedodge@gmail.com. For more information contact Jocelyn Dodge at 406.533.0727.