

Executive Director - Mother Lode Theatre

Deadline to apply January 3, 2025

Position Status: Exempt, Fulltime

Reports To: BCPA Board

Supervises: Technical Director, Operations Manager, Box Office Manager, Facilities Manager

Pay Scale: \$55,000 - \$65,000

Expected Schedule: Core hours Monday – Friday 10a-4p and evenings and weekends for scheduled events. Adjust hours as needed for scheduled events

POSITION SUMMARY

The Executive Director serves as chief executive officer of the organization and is responsible for overseeing the administration, programs, operations, and strategic plan of the organization. This leadership role requires a dynamic and driven individual with a passion for the performing arts, exceptional organizational skills, and the ability to inspire and manage a diverse team of staff, volunteers, and community stakeholders. The Executive Director is expected to be an executive capable of leadership at the highest levels and competent in venue management, strategic visioning, and customer experience.

The Executive Director is responsible for directing and supervising day-to-day administrative activity and relationships:

1. Organize and implement all strategic and day-to-day operations of the Theatre, including supervision of staff, volunteers, and contractors. Foster a culture that values teamwork, collaboration, clear communications, effective delegation, and mutual support.
2. Manage the development and delivery of high-quality artistic programs and events that meet the needs and interests of the community including booking, scheduling, and production with agents and staff. Manage all uses of the Theatre, including long-standing use by local organizations. Evaluate program effectiveness and make recommendations for improvements.
3. Develop and manage budget and fiscal operations of the Theatre including the preparation and compliance of budgets; Federal and State reports in coordination with BCPA accountant; payments for employees and contractors; and invoicing for Theatre rental, services, programs ads and sponsorship.
4. Develop and maintain good working relationships with other theatres, production companies and collaborative artists, press and industry professionals, and contractors. Cultivate relationships with community organizations, donors, and other stakeholders.
5. Develop and execute marketing plans for a cohesive annual publicity campaign, including media communications, press releases, brochure development, and program/playbill design. Oversee website and social media platforms to ensure they reflect brand standards, and provide inspirational and relevant content to promote theatre events and activities.
6. Collect and analyze patron information based on surveys, ticket sales information, and public comments to maximize and identify target audience and attendance trends for future programming.
7. Liaison with local government and organizations related to the leased building, infrastructure, traffic issues, and parking needs.

8. Ensure the Theatre and its affiliate spaces are properly cleaned, sanitized, and organized prior to and after all scheduled events.
9. Monitor and provide financial performance and operational information to the Board; assist the Board with fundraising events and projects, programs and managing donor database; and execute directives of the Board.
10. Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS

- Opening/ closing the business – locking the doors, turning on/off the lights.
- Perform related duties such as answering telephone calls, and performing other responsibilities as required.

EXPERIENCE AND EDUCATION REQUIREMENTS

- Bachelor's and/or master's degree in theatre, arts administration, nonprofit management or related area and/or combination of two (2) to Five (5) years managerial experience within performing arts and/or venue management industries.
- Proven experience in leading and managing profit or non-profit organizations, employee relationships, ensuring alignment with mission and strategic goals. Ability to develop and implement strategic plans, secure funding, and manage budgets effectively.

PHYSICAL REQUIREMENTS

- The physical demands described here are representative of those Essential Job Functions and must be met by an employee for successful performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Job Functions.
- Must be able to work indoors and outdoors in variable weather conditions and extreme temperatures.
- Must be able to work in a moderately noisy environment with multiple conversations, phones, printers, etc.
- This position requires employees to frequently stand or sit for long periods of time.
- Regularly required to walk, kneel, stoop, crouch, reach, lift, carry, push and pull.
- Must be able to frequently lift a minimum of 10 pounds without assistance and occasionally lift up to 25 pounds with the assistance of another team member or mechanical assistance (such as a hand cart).

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Strong strategic thinking with the ability to forecast and capitalize on emerging trends in the entertainment and cultural sectors.

SKILLS:

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, and Teams), social media platforms (Instagram, Twitter, LinkedIn and Facebook). Ability to learn and work proficiently in a database program to manage interactions with all individuals who interface with this location.
- Grant writing and management is a plus.

ABILITIES:

- Ability to organize, plan, and prioritize work, developing specific goals and plans to accomplish work and meet the mission.
- Problem Solving: Identify and resolve problems in a timely manner; gathers and analyzes skillfully; develops alternative solutions; ability to be creative, open minded and flexible; works well in group problem solving situations; uses reason even when dealing with emotional topics.

CERTIFICATES AND REQUIRED LICENSES:

- Valid driver's license required.
- Certified Venue Executive (CVE), Certified Venue Professional (CVP), or equivalent a plus.

COMPETENCIES:

- Administration - Effectiveness in planning, organizing and efficiently handling activities such as scheduling MLT events and rentals. Improves processes, products and services; and continually works to improve program delivery to the public.
- Knowledge of Work (Venue Management) - Skill level, knowledge and understanding of front and back of house duties and staff responsibilities.
- Collaboration and Communication - Communicate and work collaboratively and professionally with board members, government agencies, volunteers, and donors to expand networking opportunities for Mother Lode Theatre. Selects and uses appropriate communication methods (orally or written).
- Decision Making/Problem Solving - Effectiveness in identifying and understanding problems; making timely decisions to accomplish tasks.
- Financial Management - Effectiveness in establishing budgets, oversight of revenue and expenditures, timely billing/invoicing, and account reporting.
- Human Resource Management - Effectiveness in selecting qualified people; evaluating employees' performance; providing feedback and taking appropriate action with employees. Includes staff in planning and decision-making; takes responsibility for subordinates' activities; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external);
- Safety – Takes action to identify and prevent accidents; promotes safety awareness and training, and identification and resolution of safety issues.

To apply, please provide:

Cover letter addressing the following:

- Knowledge and skills with venue management.
- Demonstrated ability to communicate with and lead employees, volunteers, community groups, and production company representatives.
- Knowledge and skills with marketing practices including traditional and social media.
- Knowledge and skills associated with financial management of budgeting practices.
- Resume
- Three references.