

Job Description
Executive Director
Masonic Theatre Complex

General Responsibilities:

Provide leadership and guidance to the Masonic Theatre Complex (MTC) by working effectively with artists and agents, community arts organizations, public and private sectors, including, but not limited to town and county government officials, MTC staff and volunteers and local, regional and national funding sources.

Establish policies and practices to effectively manage the venues, facilities and grounds within the Masonic Theatre Complex. Short term, become fully engaged in the completion of the renovation project and develop a plan to ensure all systems within the theatre are well understood and can be used effectively.

Provide expertise and guidance in programming, marketing, fundraising and public relations to achieve established goals and objectives.

Implement an effective and comprehensive communication program to ensure the Historic Masonic Theatre constituents and partners are fully informed and aware of programs and initiatives of the MTC. Develop, with assistance of board, a training/education program which creates a “teaching theatre”, a place that allows students the opportunity to have hands on educational opportunities to apply classroom and hands on experiences in both programming and management.

Programming Responsibilities:

Serve as Program Coordinator for the Historic Masonic Theatre and Masonic Amphitheatre and work closely with outside companies and other users of the facility.

Responsible for MTC’s offerings and artistic programming, consistent with the activity level outlined in the business plan of the MTC, including but not limited to coordination of Theatre and Amphitheatre events.

Negotiate contracts and agreements with user groups consistent with policies and approvals established by the Board of Directors

Fundraising Responsibilities:

Lead and strengthen fundraising endeavors, utilizing local, regional and national resources.

Develop robust fundraising program with individual donors

Develop and execute Operations fundraising campaign

Financial and Budget Responsibilities:

Generate budgets and operating plans, consistent with 5-year operating pro forma

Oversee assets and financial affairs of the MTC to ensure expenditures are in line with resources, to achieve appropriate balance between revenue generation/fundraising and expenses.

Prepare annual MTC budget for Board of Directors approval. Once approved, manage theatre operations to achieve financial objectives. Provide regular report on progress and results.

Marketing and Public Relations:

Participate in strategic planning and evolution of existing and new programs with goal of enhancing the mission of the MTC's programs and development efforts

Develop and promote the MTC as a brand to successfully establish the Theatre as a recognized leader of artistic endeavor in the region.

Establish partnerships with local and regional arts providers, caterers, business clients and local leaders to optimize the effectiveness of marketing efforts

Teaching and Learning:

Identify classroom and experiential training and education programs using the local and regional community college and other higher education options to facilitate identification of faculty and development.

Develop student training programs to include practicums, for credit special studies and non-traditional approaches so that the theatre has an active program for students to experience all aspects of the theatre.

Supervisory:

Overall responsibility for daily management of MTC.

Develop, lead and manage directly or through delegation, staff and volunteers.

Manage all operations and responsibilities relating to the venues and grounds of the MTC

Provide regular and timely reports on status of achievement of goals and financial results.

Reporting:

Direct reporting relationship to Board of Directors Masonic Theatre Inc.

Participate in all Board meetings and other committee meetings as required

Participate as restoration project team member, which includes representative(s) of the Masonic Theatre Preservation Foundation, Masonic Theatre Inc., Owner's Agent, Project Architect and General Contractor.

Education, Experience and Training:

Bachelor's degree a field related to theatre management or equivalent theater management experience

Demonstrated Human Relations, Management and Communications skills are a must

Excellent computer and software skills

Successful experience in developing and executing theatre arts management and programming.

Successful experience in fundraising for a not for profit organization

Experience in teaching classes and working with college level students is desirable.

Salary:

Commensurate with education and work experience,
Fringe benefits