

The Kalamazoo Civic Theatre seeks a vibrant, energetic individual to lead one of the premiere community theatres in the country. This full-time salaried position with benefits supervises a team of theatre artists and administrators, oversees the operation of a 13-production season, an Academy of Theatre Arts, and several on-going community collaborations.

The ideal candidate will have a broad knowledge of, and considerable experience, in all aspects of managing a theatre, have a strong community-driven vision, and have proven leadership abilities. In addition to excellent written and verbal skills, the ability to create an environment of consensus-building, inclusion, and collaboration is a must. A full job description is available at www.kazoocivic.com/employment. Finalists will be asked to submit references and writing samples as well as submit to a criminal background check.

Applications are taken by mail and email. Please submit a cover letter, resume and references to: Executive Director Application ATTN: Andy Charles, Vice President, Board of Directors c/o Lynn McLeod, Administrative Assistant Kalamazoo Civic Theatre, 329 South Park Street, Kalamazoo MI 49007 or by email to : lmcleod@kazoocivic.com. Please use 'Executive Director Application' in the subject line of all emails. The Kalamazoo Civic Theatre is an equal opportunity employer.

THE KALAMAZOO CIVIC THEATRE

Job Description

Date: 12 November 2015

Job Title: Executive Director

Department: All Departments

Reports to: The Kalamazoo Civic Theatre Board President

Definition:

As the chief executive officer of the organization, the Executive Director is responsible for the overall leadership and management of the successful artistic and financial operations of the Kalamazoo Civic Theatre as expressed in the mission, vision, values and goals of the organization.

Performance Responsibilities:

1. Oversees all of the operating aspects of the organization including artistic, finance, human resources, marketing, fundraising, community relations, facilities management, and the quality and efficiency of the staff.
2. Responsible, with the assistance of the Kalamazoo Civic Theatre Board of Directors committees, for designing and implementing plans to ensure the stability of the Civic Theatre in membership, corporate sponsorship, budget planning, finances, grants, endowments, fundraisers and other activities as designed by the Board of Directors.
3. Represents the Kalamazoo Civic Theatre and its activities to the Kalamazoo community and to the theatre community at large in a positive and educational way. Raises community awareness of theatre.
4. Accessible to all constituents and works collaboratively with individuals and organizations.
5. Responsible for employee management. In coordination with appropriate Supervisors, manages staffing, employment policy and its application, training and development, organization structure, and work assignments. Reviews work through reports and personal observation for adherence to procedures and standard practices. Prepares annual employee evaluation reports for direct reports and reviews evaluations by other Supervisors for the balance of the staff.
6. Supervises the Director of Volunteers to ensure a quality experience for all volunteers and participants.
7. Provides final oversight on selection of the season.
8. Supervises the Finance/Systems Director in the following financial activities:
 - a. Maintains the financial records of the Corporation
 - b. Reconciles the financial accounts of the Corporation
 - c. Prepares and monitors an annual budget
 - d. Issues all checks and deposit of revenue
 - e. Maintains budgetary control over income and expenses of the Corporation.
9. Supervises the Director of Education and Outreach to oversee the Academy of Arts curriculum for all ages throughout the year.

10. Supervises the Artistic Director in all productions presented at the Kalamazoo Civic Theatre.
11. Supervises the Development Director to establish an effective development processes and completion of grant applications. Establishes and maintains the primary relationships with key donors.
12. Supervises the Marketing Director for publicity/public relations for the Civic Theatre to include, but not limited to, programs, advertising, press releases, audition notices and serving as a public relations representative for the Civic Theatre dealing with individuals, organizations, and businesses within the community.
13. Works with the Board of Directors to establish and work toward the long-range planning goals and objectives of the Civic Theatre.
14. Supervises the Intern programs.
15. Controls and monitors all purchasing for the Civic Theatre by the most efficient and economical means.
16. Supervises maintenance and care of the Civic Theatre's physical facilities and property in accordance with all local, state and federal regulations.
17. Attends Civic Theatre Board of Directors, and Executive Committee meetings and prepares the agenda with the advice and consent of the Board President.
18. Responsible for Board of Directors information packet to be delivered to members before the monthly Board meeting. This will include previous month's meeting minutes, current financial reports and other reports as requested by Board of Directors.
19. Performs other duties and manages the work of other direct reports as assigned by the Board of Directors.

Minimum Qualifications:

1. Bachelor of Arts degree, preferably in Arts Management.
2. A passion for community theatre.
3. Previous experience in administration, financial, supervisory, managerial, professional or technical work in the area of arts management, public management and/or administration.
4. Well-developed organizational skills with a strong knowledge of financial management.
5. Strong people skills along with a creative and imaginative approach to defining and solving problems.
6. Demonstrate outstanding skills in written and oral communication as well as in interpersonal relations.

Desirable Qualifications:

1. Master of Fine Arts degree in Arts Management.
2. Prior experience managing a large theatre arts organization.
3. A proven leadership history and strong management abilities characterized by visionary, strategic thinking.