

Executive Director at Boerne Community Theatre

Required Qualifications:

- BA, BFA, or MFA in theatre arts preferred
- Knowledge of community theatre and theatre arts management
- High level of administration, financial and communication skills
- Ability to organize, supervise, and work with volunteers
- Strong oral and written communication skills

Summary of Responsibilities:

20-25 hours per week

- Oversee, implement and grow the Theatre's operations, programs, finances and community support. Work with an active Board of Directors to ensure the integrity, sustainability and excellence of the Boerne Community Theatre. Serve as the face of the Theatre and oversee the daily business and community relations to ensure the high artistic quality of the institution is maintained.
- Direct administration, financial management, audience services, grant writing, fundraising, marketing and communications, company management
- Oversee and evaluate paid staff
- Provide staff support to the Board of Directors

Compensation:

\$9,600/year

Applications will be accepted until September 6, 2017. Email a resume, including three references to: jerryface51@gvtc.com

About the Theatre: to learn more about Boerne Community Theatre or for a more detailed job description visit our website at www.boernetheatre.org The Executive Director job description will be under the ABOUT tab at the top.

Boerne Community Theatre

Executive Director Job Description

Job title: Executive Director

Job summary: Under the direction of the Governing Board president, the Executive Director oversees all administrative and facilities responsibilities, assists in fundraising, provides leadership of the theatre to ensure to ensure broad community participation in the creation of the artistic product, and serves as the theatre's primary official contact with the community.

Duties:

General

Reports to the Governing Board President and Directors.

Attend all meetings of the Board of Governors, Executive Committee, Finance Committee and Membership Committee, and submit reports at such meetings as required.

Convene and preside over meetings of the Board of Governors, Executive Committee and Membership in the absence of the President, Vice President and Treasurer.

Attend meetings, functions, and events in the community to develop a positive public image for the theatre.

Administration & Finance

Supervise and provide oversight of all staff.

Conduct annual reviews of all staff.

Update all job descriptions as necessary.

Responsible for personnel matters, including hiring and termination of staff.

Write checks for quicker payment of voucher.

Sign and mail checks as needed.

Maintain the Corporation's archives and History of the Corporation.

Prepare and transmit official correspondence. Coordinate correspondence contents with appropriate Board members as needed.

Work with the Treasurer on building the annual budget.

Serve on the Budget and Finance committees.

Fundraising

Build relationships and profile in the community.

Assist Fundraising board member in preparing grants and contacting potential donors.

Work with the Audience Development board member to schedule income-generating events in addition to regular season productions.

Oversee procurement and sale of BCT-themed merchandise.

Serve on the Capital Campaign Committee.

Production

Work closely with the Artist Director on production related matters.

Facility

Ensure compliance with all laws, regulations and ethical requirements applicable to the Theatre's business practices, including all laws governing federal taxation and reporting by exempt organizations.

Public relations

Work with the Public Relations board member to publicize productions and other theatre activities.

Oversee the Corporation's website.

Other

Serve as ex-officio member of the Governing Board.

Transmit all pertinent material to the incoming Executive Director.

Perform other duties as assigned

Knowledge, skills and abilities:

Knowledge of community theatre and theatre arts management preferred.

Knowledge of house management, including box office management preferred.

Ability to organize, supervise and work with volunteers.

Strong skills in working with a board.

Familiarity with MS Word, Excel and basic business applications and software.

Grant-writing ability preferred.

Strong oral and written communications skills

Education and experience:

BA or MFA in theatre arts preferred.