

THEATRE L'HOMME DIEU

EXECUTIVE DIRECTOR POSITION DESCRIPTION

TLHD Mission: Theatre L'Homme Dieu produces and presents exceptional live theatre, fine arts and educational programming that celebrates culture and nurtures community, engaging heart, mind, and spirit to be indispensable to the quality of life throughout Alexandria, the Lakes Area and Central Minnesota.

Summary Statement: The Executive Director (ED) of Theatre L'Homme Dieu (TLHD) is the face of the theatre within the community. Having proven expertise in arts programming and administration (marketing, building donor relationships, and fundraising, the ED will demonstrate passion and enthusiasm for the arts and maintain a positive legacy for ongoing and future opportunities for TLHD. As a seasonal theatre, the ED will be adept at splitting time between managing productions in the summer and focusing on administration and finances, including donor and fund development in the off season. Working within the guidelines set by the board of directors, the ED is responsible for:

- Strategic planning and goal setting;
- Developing, monitoring, and managing budgets;
- Day-to-day operations

Reports to: Board of Directors

Employment Status: Full-time

Supervises: Staff, Box Office Operations and Volunteers

Essential Duties & Responsibilities:

1. Program Development

- Identify, select, and present the board with recommended productions for summer season.
- Identify, develop and implement potential program activities for lifelong learning in education of the arts with emphasis on K-12.
- Establish program objectives and community resources supporting programming during the off season.
- Establish and maintain working relationship with production companies and/or educational institutions.

2. Develop and Implement funding activities (Ticket Sales, Grant Writing, and Fundraising):

- Develop, direct, and coordinate fundraising to meet the budget requirements of program objectives.
- Identify, write, and submit grants for general operational programs, special projects, and programs.
- Gather and develop ticket sales information based on determined program schedule for the year.
- Manage ticket sales via phone, mail, box office and online ordering.
- Process ticket sales including but not limited to printing, payments and mailing.
- Maintain confidentiality while managing portfolio of major donors and prospects.

3. Marketing, PR, and External Communications

- Attend and/or participate in all TLHD promotional activities, functions and performances.
- Attend and participate in local/regional business, arts, and networking activities within the community on a regular basis.
- Ability to present, inform and motivate groups about TLHD's mission and programming.
- Organize and implement promotional campaigns.
- Develop and direct the execution and expansion of new and existing volunteer activities.
- Develop/present communications at performances and greet guests to promote TLHD and its sponsors.

4. Facility Utilization and Development

- Negotiate and approve contracts and agreements with suppliers, outside agencies, and other organizational entities for ongoing maintenance of property.
- Develop and coordinate activities necessary to utilize the theatre grounds beyond the regular performance schedule.
- Determine and manage selection and approval of equipment, vendors, and supplies.

5. Management of day to day operations

- Understand, promote and implement TLHD mission and objectives.
- Direct, plan and implement policies, objectives and activities of TLHD in order to ensure continuing operations and increase facilities utilization.
- Coordinate board activities and communications
- Implement/maintain budgetary systems, record-keeping systems and other administrative processes.
- Assist in the preparation of the budget for board of directors' approval.
- Analyze operations to evaluate performance of theatre activities and its staff in meeting objectives, and to determine areas of potential cost reduction, program improvement, increased income, or policy change.
- Prepare and present reports to the board of directors concerning activities, expenses, budgets and other items affecting businesses or program services.
- Direct and manage human resource plans, activities and the selection of staff.
- Refer major policy matters to the board of directors for final decisions.
- Manage and utilize databases including but not limited to patrons, subscribers, donors, alumni, membership and marketing.
- Identify and attend continuing education programs that promote knowledge and professional development of an Executive Director for a non-profit organization.

Required Education and Experience

- 4 year degree in arts administration, communications, public relations or business administration required; MFA preferred.
- 3-5 years related work experience required.
- Keen understanding of non-profit business operations and finances.
- Knowledge and experience with fundraising and grant writing.
- Proven ability to work effectively with board members, colleagues, donors and volunteers.
- Excellent oral/written communication skills.
- Must be a self-directed individual with ability to work with limited resources.
- Computer literacy and competency with Microsoft Office, QuickBooks and Excel.

Residency: The Executive Director is expected to reside in the Alexandria, MN area.

Compensation: Salary range - \$30,000 - \$40,000.

To apply, send cover letter, resume, three work samples and references to:

Theatre L'Homme Dieu
PO Box 1086
Alexandria, MN 56308

Alternatively, you may email your information to: hr@TLHD.org

Deadline for resume submission is Feb 10, 2012 or until position is filled.

To learn more about Theatre L'Homme Dieu, visit our website at: www.tlhd.org