

## Executive Director Job Description

Theatre UP is looking for an inspirational, motivated, and creative Executive Director to work in partnership with our Founding Artistic Director to strategically and operationally lead our organization.



Theatre UP is a nonprofit community theatre in northern NH that has undergone an extensive renaissance and period of accelerated growth in the last decade. The organization has significant plans to expand its offerings in the next few years. The ideal candidate would be excited to be involved in an organization during this time of development and be eager to be a part of our next steps forward. The community theatre will soon include a youth/educational branch and eventually a professional branch, though the mission keeps the community piece firmly at the center of these branches. We are also in the process of searching for our own venue.

**MISSION:** Creating Exceptional Theatre in the Community Setting

**VISION:** Theatre: an essential part of life.

### About the Area:

Nestled in the shadow of New Hampshire's majestic White Mountains, Littleton is the economic and recreational hub of the North Country. This picturesque New England gem offers something for everyone – fine dining and art galleries, unique shops and historic buildings, and a range of outdoor activities for all seasons.

The peaceful Riverwalk path meanders along the Ammonoosuc River, across a covered bridge, and past many historic Littleton landmarks. Across Main Street dances a bronze statue of Pollyanna, that icon of gladness whose author, Eleanor Porter, called Littleton home.

Incorporated in 1784, Littleton soon became a commercial and cultural center for New Hampshire's North Country. Perched on the banks of the Ammonoosuc and Connecticut rivers, Littleton developed first as a mill town, manufacturing a vast array of goods. Today, with a population around 6,000, it continues to serve as the North Country's economic core, offering a bustling Main Street, an active commercial center just west of downtown, and a busy Industrial Park.

The town's location in the scenic White Mountains and its mix of small-town charm and modern convenience has earned Littleton numerous accolades, including the first New Hampshire Profile Community Award for conveying the state's spirit of independence and being named a "Top Ten Dream Town" by Outside magazine.

### Reports to:

Theatre UP Board of Directors

### Responsible for:

Management of Operations, Finance, Marketing, Development, Personnel  
Theatrical Producer

## Partnership:

The Executive Director (ED) works in tandem with the Founding Artistic Director (AD) of Theatre UP, with these two roles forming the executive team. UP is an artistic driven organization. The ideal ED will provide business insight and knowledge as well as fundraising and management qualities to support the artistic vision of the AD. This strong partnership is key to organizational success and many job responsibilities have shared elements between both the ED and the AD.

## Job Description:

The Executive Director shall provide leadership and management in all administrative, financial, fundraising, membership, and volunteer elements of the company, in accordance with the company's mission and purpose. They shall oversee all administrative, marketing, and financial functions of the theatre. The ED should also have a strong interest in an organization that is developing the budding educational branch of Theatre UP. Reporting to the Board of Directors through the president, the ED must have excellent writing skills, the ability to work independently, and strong organizational capacity. Experience with budget creation and management (including QuickBooks), planning, budgeting/financial tracking, contract management, accounting, and schedule tracking will be required. The ED needs to foster a professional, supportive atmosphere as well as possess the ability to mediate conflicting ideas. The ideal candidate will be an energetic individual with an enthusiastic attraction to developing theatre in the community. More importantly, the candidate must demonstrate a strong interest in marketing Theatre UP to its community in ways that will increase its recognition as an integral part of the Littleton area.

## Roles and Responsibilities:

Along with the Artistic Director, the Executive Director is an important face of the theatre. The primary role of the ED is:

1. Working alongside the Board and AD, represent and advocate for the Theatre in an effort to continually enhance its image, visibility, and influence across the community. Maintain a visible leadership role in the community and presence in the larger theatre community while advancing UP's mission and vision.
2. Working alongside the Fundraising Committee, oversee capital campaigns, annual appeal, and take an active role soliciting corporate donations, sponsorships, and individual donations.
3. Oversee day-to-day business operations, including budgeting, purchasing, establishing and maintaining timelines, securing venue(s), etc.
4. Working alongside the Membership Committee, cultivate and oversee a family of volunteers and paid staff, including acting company, volunteers, occasional designers, et al.

## Duties:

Management requires flexibility. This is a partial list with other duties and responsibilities arising as needed:

### Program Development and Delivery / Strategic Planning

- Advocate for Theatre UP's mission, vision & values.
- Monitor and steer progress of strategic plan, working with AD to balance ROI along the way.
- Maintain a safe and orderly learning environment for students and company.
- Engage to develop and maintain relationships with potential community partners and collaborators.

## Staffing and Volunteer Coordination

- Lead by example to create an energized environment to bring out the best in all staff and volunteers.
- Coordinate with AD to hire and effectively manage production teams for each show, including any contract labor and production volunteers.
- Maintain a positive atmosphere and effective communication with theatre staff, volunteers, patrons and the Board of Directors.
- Maintain a professional working relationship with students, cast members, contract labor, volunteers, staff, parents, guest artists, and board members.
- Participate in all necessary board committees to provide continuity and input.

## Administration & Operations

- With AD, establish and maintain an operations manual for efficient management of Theatre UP.
- Coordinate scheduling of the UP annual calendar with input from the Board of Directors and Committees.
- Nurture relationships with local businesses and business groups, government agencies, universities, the community, schools, the media, and arts organizations.
- Supervise all performances and events to manage accurate accounting and cash receipts and to ensure a safe and enjoyable experience for staff, patrons, and artists.
- Help to identify and coordinate rental opportunities.
- Helm the marketing activities of Theatre UP by implementing an annual marketing plan with attention to public relations activities via website, e-mail, social media, word-of-mouth, paid advertising, and media opportunities, etc.
- Oversee maintenance and functionality of all spaces rented, owned, or otherwise operated by UP including but not limited to costume shop, storage, main stage, office, etc.

## Funding

- Cultivate and steward new and current donors.
- Write grants, maintain grant database, complete reporting requirements, and sustain relationships with grant giving organizations.
- Manage and oversee fundraising campaigns, including the annual appeal and acknowledgement program. Keep an eye on UP's ROI.
- Manage Corporate Sponsorship Program and maintain relationships.

## Financial

- Working with the Finance Committee and Treasurer, develop and administer the annual budget and help maintain accurate financial records, including but not limited to:
  - Administrative expenses, production income and expense, fundraising revenue, and other earned revenue (snack bar, merchandise)
  - Approval and payment of bills on a timely basis and maintenance of financial records
  - Assist treasurer with financial reporting and forecasting, capital spending, and expenditures review and approval in cooperation with the Board and Executive Committee
  - Supervising office administration and operations

## Minimum Qualifications:

- Bachelor's Degree in Arts Management, Theatre Arts, or related field
- 2 years of experience in arts or nonprofit management
- 2 years experience in nonprofit fund development
- Demonstrated success in securing major gifts/grants
  - Experience in successful grant writing
- Strong presentation and persuasive skills.
- Proficiency in Microsoft/Google Suites
- Basic knowledge of areas such as stage management, front-of-house, and box office operations
- Ability to work in a hands-on environment with limited resources.
- A positive attitude with a high level of self-motivation and initiative

## Preferred Qualifications

- A minimum of three years of experience working in the theatre
- 4 years of experience in arts or nonprofit management
- 4 years experience in nonprofit fund development
- Experience with a diverse range of fund development strategies, including securing grants, gaining and sustaining sponsorships, and hosting fundraising events
- Marketing/PR experience such as writing press releases, social media, graphic design, etc.
- Experience with managing an educational program.
  - Experience teaching and/or working with young people

## Work schedule

This is a full-time salaried position. Some work hours may be performed from home. During production, longer work hours will be required. Attendance at evening and weekend events will be necessary.

## Compensation

\$45,000 - 50,000 plus benefits package

## How to Apply

Interested applicants should provide the following:

- Cover Letter
- Resume
- Writing Sample (Grant application, fundraising appeal etc.)
- Other pertinent samples of your work at your discretion.

Please send all materials and inquiries to [cbvashaw@theatreupnh.org](mailto:cbvashaw@theatreupnh.org). Review of applications will begin on September 19, 2022 and continue until the position is filled.