

Executive Director, Stages Bloomington Company Job Duties and Responsibilities

Position Description

The Executive Director of Stages Bloomington serves as the chief producer, director, and administrator of a well-established and successful youth theater program in Bloomington, Indiana. The position oversees all artistic and administrative aspects of the program, producing stage performances, providing vision and leadership while managing day-to-day operations such as planning/scheduling, public relations/promotion, grant writing, fundraising, supervising personnel and budgeting. The Executive Director reports to the Stages Bloomington Board of Directors.

An administrative part-time employee is available to support the director in a variety of areas.

Administrative

- Work with the Board of Directors to maintain organizational governance, financial management and the direction of the organization.
- Coordinate with Stages Bloomington Board of Directors to ensure consistency of vision, mission and goals of Stages Bloomington.
- Create and adhere to production and education budgets in coordination with Stages Bloomington Board of Directors and Treasurer.
- Work with a bookkeeper to track all income and expenses related to the daily operations of the organization.
- Attend monthly Stages Bloomington Board of Directors meetings.
- Maintain regularly scheduled office hours within a flexible schedule.
- Maintain production meetings and volunteer meetings for all productions and special events.
- Maintain all safety and security policies.
- Plan all events.
- Contract ticketing for all productions and maintain communications.

Production Management/Directing/Education

- Work with Stages Bloomington Board of Directors to select and secure rights for performance seasons and set a yearly schedule of all events.
- Produce all Stages Bloomington productions, including hiring and directing production staff, scheduling and supervising auditions and rehearsals, coordinating parents/community volunteers and management of production budgets.
- Direct at least one production.
- Communicate with youth, parents, board of directors, media, donors, partners, and community members.
- Schedule activities and facilities.
- Schedule and administer a full annual program of classes and camps.
- Oversee the scheduling and hiring of teachers, enrollment of students and teacher payroll for all workshops, summer camps and artist in residence programs.
- Work with community organizations to provide educational opportunities for area youth

Development

- Serve as the public face of Stages Bloomington.
- Set annual organizational fundraising goals and implement plans to achieve these goals.
- Research and pursue opportunities for grants, new programs and opportunities to engage more area youth in theater programs.
- Research and write funding proposals and grants reports.
- Coordinate local fundraising campaigns and events.

Marketing/Advertising

- Coordinate effective publicity strategies and advertising of all educational programs, productions and fundraising events.
- Work with part time staff to maintain a vibrant social media presence and community presence.
- Ensure that the website is regularly updated and maintained.
- Orchestrate, write and produce press releases, marketing materials, online, and social media content.
- Continue and maintain relationships with area schools, businesses and other community organizations.

Requirements and Qualifications:

- Baccalaureate degree. Degrees in theater, theater education, or performing arts management preferred.
- Experience in youth theater education and directing of youth theater productions.
- Executive presence, polished communication and strong decision-making skills.
- Ability to calmly and effectively address changing priorities and multiple demands.
- Great with details and organization (top of mind and written down).
- Must be comfortable interacting with a diverse group of internal and external stakeholders.
- Desire and ability to provide every youth and family, staff member, donor, board member with a positive experience.
- Desire to work in an energetic and collaborative environment.
- Strong written and communication skills.

Preferred Skills and Attributes: excellent communicator, general knowledge of issues related to youth and theatre, relevant expertise/prior experience with a strong desire to learn and grow in the position and familiar with local and/or state and national philanthropic communities.

Salary: \$30,000/year with flexible and varied schedule anticipating approximately 32.50 hours a week, including two weeks paid vacation. No retirement plan or health care benefits are offered.

Timeline:

Applications due June 20, 2022

Anticipated start date is on or before August 1, 2022

Application Process:

Email pdf copies of cover letter and resume to admin@stagesbloomington.com by 5 pm on Monday, June 20th.

Stages Bloomington is an equal opportunity employer.

Questions

For any additional questions please contact admin@stagesbloomington.com or leave a message at 812-727-4950.

About Stages:

A non-profit theatre company since 2006, Stages Bloomington Theatre Company offers exceptional year-round theatre arts education and performance opportunities for children and teens in Bloomington and surrounding counties.

Programming is guided by the belief that good theatre is good theatre, regardless of the age of the performers, and a commitment to creating exciting, high quality, meaningful, and memorable live theatre for audiences of all ages.

Our educational vision promotes empathy, critical thinking, and a larger world view. Participants and audiences are encouraged to examine the world from a social and historical perspective.

Additional information available at www.stagesbloomington.org