

Duluth Playhouse
Executive Director
Job Description

The Executive Director is the Chief Executive Officer for the Duluth Playhouse and NorShor Theatre. Hired by and reporting to the Board of Directors, the ED manages all aspects of the business, including the recruitment, hiring, and supervising of department heads. The ED leads strategic planning and goal setting for the organization as well as creates, updates, and implements organization-wide policies and procedures. The ED is responsible for developing and administering the annual budget and ensures fundraising, grant writing, sponsorships and partnerships have been secured, and community engagement is strong.

Job Responsibilities:

- Responsible for the financial stability of the Playhouse, so it may carry out organizational goals and programmatic services.
- Provide long-range and annual planning to meet Playhouse mission and purpose, that may grow the organizations capacity and impact in the community.
- Oversee day-to-day operations; supervise all department goals and outcomes. Responsible for hiring, replacing, and conducting annual reviews for all key staff positions.
- Provide support and resources as needed to assist with challenges and ensure efficient working conditions and processes.
- Oversee all contracting with external agents including rental agreements for Playhouse facilities, Actors Equity, SDC, insurance agreements, leases, rights/royalties, maintenance and facility service agreements, vendors, etc.
- Ensure contributed sources of funding have been secured through grants, sponsorships, annual giving, and capital campaign contributions. Cultivate new donors and partnerships.
- Work closely with artistic leadership; participate and approve the annual selection of shows and events. Advise on practical choices and initiatives that are financially sound and supported, and engage the community served. Ensure artistic integrity.
- Develop annual operating budget. Work with department leadership to itemize individual budgets. Oversee income and expenses monthly as related to a balanced budget.
- Communicate effectively with the Board and providing timely and accurate information so the Board may function properly and make informed decisions.
- Submit a proposed annual budget to the Board for review and approval.
- Provide monthly reports to the Finance Committee and Board of Directors which accurately reflect the financial condition of the organization.
- Work with Board Chair to identify needs for committees and help prioritize focus.
- Assist the Board with recruitment of new members.
- Publicly represent the Playhouse and engage in public speaking opportunities.
- Foster an office culture of teamwork, collaboration, clear communications, delegation, and mutual support.
- Ensure Playhouse employment policies and employee handbook are current and support organizations staffing goals and needs.
- Ensure the organization has the information, communications, and technological systems it needs to be effective.

Requirements and Qualifications

- Bachelor's degree in arts administration or equivalent required.
- Minimum of 3 years experience in non-profit theater arts management.
- Possess strong financial management skills.
- Demonstrate capacity to lead, manage, motivate, and inspire the organization's team.
- Demonstrate experience in driving growth in business and revenues.
- Excellent interpersonal leadership and communication skills.
- A strong work ethic, stamina and passion.

Salary

Commensurate with experience. Competitive range.

To Apply

Email: seitz@duluthplayhouse.org

Send cover letter, resume and references

About the Duluth Playhouse

The mission of the Playhouse is to offer opportunities in theatre arts that may educate, entertain, and involve the region. There are 3 stages under Playhouse management, plus a School for the Performing Arts. Housed at the Historic Depot is the Playhouse Family Theatre and the Underground Theatre. The main series is presented in the newly restored NorShor Theatre. Between the three venues the Playhouse independently produces 21 events and offers over 400 creative and performing artist positions. A robust education program involves over 500 youth year-round in productions, classes, and summer performance camps. The audience base extends over a 100-mile radius reaching throughout the Arrowhead Region and northern Wisconsin, and last year over 55,000 people experienced a theatrical event produced at a Playhouse venue.