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## **Executive Director Job Description**

The Executive Director (ED) position seeks a detail-oriented, non-profit arts management leader with excellent fundraising, writing, and interpersonal skills. The ED will have primary responsibility for fundraising, financial planning, donor relations, patron services, marketing management, human resources, and work in a tight partnership with the Producing Artistic Director (PAD) to fulfill the mission, purpose, and artistic goals of the organization. Experience in these areas, and/or equivalent arts management education is necessary.

### **Areas of Responsibility**

**Fundraising** - The company cannot operate without substantial charitable contributions and government support; fundraising is paramount.

- Identification, cultivation, solicitation, and stewardship of individual and institutional funders with a strong focus on individual major gifts and annual giving.
- Oversight of all development activities: evaluate, propose, research, and secure opportunities for increased institutional funding and individual giving.
- Grant writing, reporting, and compliance for both private charitable foundations and government entities.
- Initiate special event planning and execution, including sponsor nights and fundraisers.

**Governance** - The Board of Directors provides governance and, as appropriate, professional expertise and guidance. The Executive Director should:

- Provide administrative support to the Board of Directors, including setting the meeting schedule and preparing and distributing materials ahead of board meetings.
  - Work closely with the Board President and executive committee for upcoming agendas, and assist with new board member recruitment, facilitate board giving, and track board terms and composition/demographics.
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**Financial Management and Planning** - The company has a part-time bookkeeper, accountant, and independent auditor. The ED position will work closely with this team as follows:

- Creation of and adherence to the annual operating budget, in close collaboration with the producing artistic director
- Management budgets. Cross reference with accountant and board reports monthly.
- Work with accountant and auditor on the filing of the IRS 990 and all other required federal, state, and local tax documents
- Be compliant with grant/contract reporting requirements and all responsibilities inherent within.
- Represent financial reporting to the board of directors as submitted by accountant.
- Responsible for long term financial planning in line and in support of artistic programming goals to the Board of Directors.

**Marketing and Public Relations** - The ED will work closely with the Marketing Director for the following goals:

- Development, maintenance, and expansion brand and reputation
- Cultivation of marketing opportunities and development of new audiences
- Promotion of all events and programs through direct marketing and the media
- Patron relations, including presence at multiple performances and events.
- Branding and presence through social media, IT, graphic design, press releases, advertising.

**Front of House** - This ED will oversee the management for front of house (FOH) operations for all facilities.

- Work closely with FOH Manager to ensure clear direction and expectations for part-time staff and volunteers.
  - Keep FOH up to date with marketing, upcoming events, changes in ticket sale protocol.
  - Oversee presentation of FOH and theatrical spaces.
  - Ensure appropriate tracking is in place and being followed for reports.
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**Business and Personnel Administration** - The ED will manage payroll/benefits and reporting, along with contractual agreements for Playhouse facilities to include:

- Administrate health insurance, unemployment, PTO, departures, etc.
- Negotiate and oversee facility contractual relationships/agreements/insurance/rentals.
- Manage human resources; ensure Employee Handbook is updated.
- Other business and administrative needs as required (facilities and operations, insurance, rental agreements, licensing, etc.)

**Partner with the Producing Artistic Director (PAD)** - The ED and PAD shall work in partnership for the best possible organizational outcomes. Shared responsibilities ~~include~~ but are not limited to:

- Create an annual operating budget.
- Research, contact and solicit sponsors and advertisers.
- Update and refine job descriptions and artist contracts.
- Participation with public speaking engagements and attending community events.
- Reporting to the Board of Directors
- Creating long range goals and planning for the Playhouse

### **Required Knowledge, Skills, and Abilities**

Experience in a nonprofit management role, advanced arts administrative degree, or related life/work experience is required. Skills and abilities include:

- Compelling and effective communication skills
  - High comfort level with fundraising and financial management
  - Innovative, entrepreneurial, flexible team player
  - Demonstrated experience in building community and increasing participation in events or activities in a professional, school, or volunteer context.
  - A proactive person who will take initiative and strive to build consensus.
  - Ability to coordinate deadlines, project manage activities, and balance multiple tasks.
  - Computer knowledge, including skills in MS Word, Excel, QuickBooks, and basic formatting.
  - Strong organization, project management, and time management skills
  - Attention to detail and follow-through.
  - Ability to receive instruction and constructive feedback, and an interest in learning new skills.
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- The ability to work cooperatively with diverse groups and with a community-based organization.
- Willingness to work flexible hours to accommodate the needs of the job as necessary within reason. Some evenings and weekends required.

This job requires an agile person that can participate physically with facility organization and artistic/production help as needed. The office environment is interactive, very fast-paced, and tightly connected between departments.

The Duluth Playhouse is an equal opportunity employer in all positions, programs, and services without regard to race, color, religion, creed, gender identification, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status. We strongly encourage candidates from underrepresented backgrounds and communities to apply.

### **To Apply**

Send a cover letter, resume, references, and any additional supporting documents you would like to provide, to Christine Seitz at [seitz@duluthplayhouse.org](mailto:seitz@duluthplayhouse.org) with the subject "Executive Director". No phone calls, please.

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