



Theatre Workshop of Owensboro Executive Director Advertisement

January 6, 2025

Organization Overview

Theatre Workshop of Owensboro's mission and vision are to educate, inspire and transform our community through the theatrical arts and instill a love of theatre by creating a role for everyone. Founded in Owensboro, Kentucky in 1955, we have grown into a vibrant community theatre owning and operating two historic performance venues. Trinity Theatre is a restored gothic church, seating close to 100 and the Empress Theatre is a restored movie theatre seating 200.

TWO annual regular programming includes a 5 show mainstage season, numerous youth productions (3 plus annually) and a summer playwriting/performance competition. TWO has several education outreach programs, including teaching arts in the schools. TWO's outreach programs include radio theatre, Cabaret nights, Fairy Tale Theatre, and numerous special crafted programs with our local community partners.

Job Description

The Executive Director is responsible for overseeing the administration, programs, and strategic plan of Theatre Workshop of Owensboro. This position reports to the Board of Directors and performs such duties as assigned by them. The Executive Director is the face of TWO in the community, region, and state and is tasked with fulfilling TWO's mission and vision. The Executive Director must be an excellent communicator, coordinating a community of diverse stakeholders, including board members, volunteers, community partners, production teams, and staff. The ED directs the work of staff, including one Education Coordinator, one Tech Crew Leader (production management), one Office Administrator, one House Manager and one contractual bookkeeper.

The ED is a salaried position. Salary range and other benefits to be discussed at a later date.

Job Duties

Oversee daily operations of both venues, enforcing and implementing TWO policies and procedures with staff and volunteers.

Work with Treasurer and Finance Committee to develop annual budget and work with bookkeeper to prepare financial statements and pay bills within budget.

Maintains a visible leadership role in the community, presence in the larger theatre community and work closely with Board of Directors to fulfill and advance TWO's mission, Works with Board of Directors in strategic and long-range planning and organizational development.

Works with committees, board and staff on setting TWO programming, including securing rights, royalties, licensing requirements.

Work with show directors and production members to develop show budgets, ensure each production has the resources necessary.

Works with Board of Directors to plan, organize, direct and expand fundraising programs and events; including identifying, cultivating, soliciting, and stewarding current and prospective corporate, community, foundation, and individual donors. Secure show sponsorships.

Work to establish marketing opportunities for each of our productions with local radio, social and print media – develop marketing materials and campaigns, working with marketing committee.

Work with members of the fundraising committee on various grant proposals including preparing and submitting paperwork for annual funding from City & County governments as well as developing new grant opportunities.

Other duties as assigned by the Board of Directors

Education, Qualifications and Experience:

Five or more years senior nonprofit management experience or a related field preferred.

Bachelor's degree from an accredited college or university in a related field preferred.

Documented fundraising experience and knowledge of grant writing required.

Experience working with a Board of Directors preferred.

Demonstrated experience in managing staff, volunteers and budgets.

Strong written and oral communication skills

Highly competent in marketing strategies, concepts, and tools.

Solid organizational abilities, including planning, delegating, program development and task facilitation.

Strong financial management skills, including budget preparation, analysis, decision making and reporting.

Respectful of organizational history and tradition without being limited with ability to adapt for the future.

Ability to, working with directors, staff and board, ensure artistic quality and integrity for TWO productions.

Committed to the community and organization for at least 5 years.

Physical Demands

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

either on their own or with the help of reasonable accommodations. Reasonable accommodations are any change to the way the job is done, or the work environment that allows a person with a disability who is qualified for the job to perform the essential functions of that job and enjoy equal employment opportunities. Accommodations are considered “reasonable” if they do not create an undue hardship on the employer of significant difficulty or expense. Some Theatre Workshop of Owensboro facilities are wheelchair accessible.

***Due to the educational focus and youth production programming, the Executive Director will be required to successfully pass a background check on an intermittent basis.

Salary

Salary commensurate with qualifications and experience; to be discussed in detail further in the process.

Application instructions

To apply, send a resume and cover letter to Lisa Mingus-Tullis, President of the Board of Directors, at theatreworkshop11@gmail.com or visit <https://theatreworkshop.org/>
Application period January 6, 2025 – February 6, 2025