

Our mission is to provide high quality theatrical performances to the Northern AZ communities, utilizing a diverse base of performers and technical talent; to continually provide educational and cultural outreach programs throughout the season; and to make every effort within its programming to represent and reflect the community at large.

Job Title: Executive Director

The Executive Director (ED) of Theatrikos Theatre Company shall demonstrate a keen understanding and passion for the organization and a willingness to pitch in to help in anyway that moves the theatre forward. The ED shall have knowledge of all aspects of the theatre's workings and an ability to find paid and volunteer talent to fulfill the mission of the organization. The ED sets the tone for the organization and shall work to build positive relationships with the greater Flagstaff community and all theatre volunteers—creating a culture that is welcoming to all. The ED shall be a clear and direct communicator—in interpersonal dealings and in writing and public speaking. The ED shall be a leader who assists the Board of Directors in creating and attaining set goals for the organization.

Primary responsibilities include but are not limited to:

1. Financial Management

The Executive Director is responsible for the financial management of the organization.

Develop and monitor, in collaboration with the Board of Directors, the annual operating budget. Prepare and present monthly financial reports comparing performance to budget. Coordinate financial planning, monitoring methods to ensure cost controls and timely implementation of new initiatives.

Manage bookkeeping duties as appropriate to include payroll, cash flow, accounts payable, banking, re-imbursements, tax filings, record keeping. Direct the accounting for income and expenditures. Maintain monthly, quarterly and yearly financial reporting schedules. Coordinate auditing, balance statements, and profit and loss statements.

Maintain necessary internal controls to ensure appropriate safeguarding of assets.

Oversee negotiations of all fee and rental schedules, advertising rates and donor rewards.

The ED shall have a strong knowledge of the theatre's financial situation at all times.

2. Fundraising

The Executive Director is responsible for the fundraising activities of the theatre—including donor and foundation cultivation and follow-up.

The ED is responsible for directing the fundraising activities for Theatrikos' operations and programming, with the assistance of the Board of Directors. The ED shall solicit and diversify revenue streams through the identification of new donors. The ED will also prepare proposals to foundations, individuals and corporations, direct mail campaigns to patrons, donors and potential donors. The ED shall seek to expand the donor base through designing and

organizing special fundraising events. Utilizing staff and volunteer efforts, the goal of financial stability and independence shall be maintained.

The ED shall be comfortable soliciting donations in person, over the phone, and in writing. The ED shall work continuously to know the theatre's donors personally and to cultivate strong relationships with all supporters. The ED shall work year round to ensure that the theatre's donors are thanked and kept informed of the theatre's work.

3. Theater Operations

The Executive Director is responsible for all aspects of the theater's daily operations. The ED shall rely upon staff and volunteers to ensure that all administrative, technical and artistic aspects of the theater's operations are executed as required.

The ED will create a well functioning office environment that supports the business of the theatre by ensuring that the following tasks are handled: Handling all routing correspondence, answering phones, establishing hours of box-office and other operations, ordering supplies, handling ticket requests, office upkeep, building upkeep and high standards of customer service and donor and patron experiences.

4. Strategic Planning

The Executive Director shall have deep and intimate knowledge of the vision and the mission of Theatrikos Theatre Company will take an active role in assisting the Board of Directors in the development of both short and long term Strategic Plans. The plans shall include strategies and tactics to achieve both short and long term goals. The ED—along with the Board—is responsible for monitoring and modifying plans. The ED is responsible for alerting the board to resource shortfalls and for working to maintain the artistic vision of the organization.

Set and monitor income growth targets to accommodate the strategic plan.

5. Personnel

The Executive Director shall provide leadership and direction to all staff, interns and volunteers and will provide and update job descriptions for same. The ED shall maintain an atmosphere that is welcoming and professional for both staff and volunteers. The ED shall create a culture of respect and gratitude among all involved with the organization through their example of open and direct communication.

The ED will maintain and enhance volunteer relations in partnership with management staff. Strategies will include creating systems that consistently provide volunteer actors, crew and technicians with needed information regarding theatre conditions, upcoming events and projects. Utilizing other staff and the Board of Directors, the ED will create a network of volunteers and clearly articulate responsibilities of same to facilitate productions and maintenance of facility.

The ED will assist the Artistic committee and Technical Director in establishing programming objectives and the Strategic Plan and evaluate their performance for the Board of Directors.

6. Community Relations

The ED is responsible for the public relations and marketing activities for the theater.

The Executive Director will direct the public relations activities, through public speaking, presentations, and other creative means toward educating the northern Arizona community regarding Theatrikos programming and activities. The ED will direct the marketing activities with the assistance of the Marketing Committee.

The ED shall attend community meetings and functions that afford the opportunity to create partnerships to promote and support Theatrikos' mission, including the Chamber of Commerce, Flagstaff Arts and Business Alliance, Downtown Business Alliance, Flagstaff Independent Business Alliance, Theatre and Fine Arts departments at the Northern Arizona University and the Community College as well as Arts Collectives and Foundations in the region.

The ED will serve as liaison and forge ties with community supporters that encourage an atmosphere of appreciation and heartfelt thanks for their patronage and financial support.

7. Board and Committee Relations

The Executive Director shall help organize and participate in Board meetings and, as necessary, Committee meetings.

The ED will provide the Board with monthly reports regarding Theatrikos activities, updates, status reports and needs assessments as well as the financial requirements outlined in Section 1.

The ED will pursue actions as determined by the Board and/or Committees in furtherance of Theatrikos' goals.

8. Scheduling and Programming

The Executive Director is the direct liaison with the Artistic Committee, Directors of Mainstage Shows, Directors of Studio Series Shows, TheatriKIDS coordinators, PEACE Project coordinators, and all committees. The ED shall provide timely, accurate, and necessary communication with all.

The ED shall follow established Mainstage production protocol when it comes to communication and the execution of duties relating to each Mainstage production.

The ED will keep available a master calendar of company, committee, board and ensemble meetings and communicate such to the organization for the purpose of additions and updating. The ED will also see to it that critical deadlines are set, communicated, and met.

The ED will assist the Artistic Committee in establishing programming objectives by the needed deadlines.

The ED will monitor the administrative process by which the organization's main stage season

and other programs are developed and executed.

The ED will assist the Artistic Committee in monitoring and modifying programming effectiveness.

Other duties as identified and required by the Theatrikos Board of Directors.

Job Requirements:

Proven fundraising abilities

Creative ability. Aptitude for innovation and strategic thinking to find new solutions, methods and approaches to the theatre's challenges as well as creating projects and activities that support the goals of Theatrikos.

Time management skills. Ability to keep a number of activities moving forward simultaneously.

Communication ability. Well-developed interpersonal, speaking, and writing skills.

People skills. Ability to meet constructively and work with a wide variety of artists, volunteers, the general public, and a divergent Board of Directors as well as the business community.

Professional demeanor, especially in the face of criticism.

Willingness to work odd hours, evenings and weekends to match the needs of the theatre and its supporters.

A commitment to, and a willingness to advocate for, the Arts.

Sense of humor and ability to thrive in potentially adversarial situations and amid drama.

Sincere love for Theatrikos, desire to uphold the organization's mission, and appreciation for its many volunteers, patrons, donors, and other supporters.

A demonstrated ability with on-line marketing applications and other information technologies.