



SOLVANG FESTIVAL THEATER

EXECUTIVE DIRECTOR

Full Time, Exempt

Starting Pay: \$65,000 - \$70,000 annually

JOB DESCRIPTION

Solvang Festival Theater (SFT) has been in continuous operation since opening in 1974. It is owned, maintained and operated by Solvang Theaterfest, Inc., a 501 (C)(3) nonprofit corporation. The mission of Solvang Theaterfest (Theaterfest) is to present and support quality live performing arts in SFT. It is governed by an all-volunteer Board of Directors. The centerpiece of SFT is an outdoor 700-seat amphitheater. A patron garden has its own stage and accommodates 99 patrons. SFT presents plays and musicals produced by the Pacific Conservatory Theatre (PCPA) in the summer. In spring through fall, Theaterfest produces concerts, a Jazz & Beyond concert series, and other events. The theater is rented out to regional nonprofit organizations to stage their own benefit events, and to private parties for events.

Under the direction of the Theaterfest Board of Directors, the Executive Director (ED) is responsible for the overall business, administration, facility maintenance, and operational management of Solvang Theaterfest. The ED supports the Board of Directors with carrying out the Theaterfest mission. Other key duties include fundraising, marketing, and community outreach.

GENERAL RESPONSIBILITIES

- Supervise and evaluate Theaterfest staff including the assistant ED and the development associate, part-time employees and independent contractors and participate in recommending staffing and hiring to the Board
- Handle all venue rentals
- Recommend pricing for all Theaterfest events and merchandise sold
- Contract for and produce Theaterfest concerts & other events such as the Jazz & Beyond series as approved by the Board.
- Raise funds via grants from foundations, sponsorships, donations, rentals, the theater store, and Theaterfest-produced programming
- Support Theaterfest capital campaigns
- Promote the SFT by marketing Theaterfest and its events in all media forms, including press releases, maintaining the Theater Website, and social media
- Supervise use of social media and maintain a current Website
- Enhance the SFT image by being active in the community and working effectively with other professional, civic, and community organizations and community members.
- Represent Theaterfest at public events.

- Assure fiscal integrity to include participation in preparation of financial statements, which accurately reflect the financial condition of the organization.
- Support the preparation of the annual budget and monthly financial reports and provide fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive fiscal position.
- Oversee bookkeeping and accounting processes and donor management (NEON) to ensure accuracy and integrity.
- Sign checks, agreements, and other instruments on behalf of Theaterfest as authorized by the board.
- Communicate and work with PCPA representatives for coordination of facility use and maintenance.
- Manage all aspects of venue maintenance, including supervision of staff and contractors.
- Communicate effectively with the board and provide information necessary for it to function properly and to make informed decisions. Prepare and distribute board agendas.
- Work collaboratively with the board and staff

Anticipated start date: April 13, 2020

Benefits:

- Health insurance
- Two weeks paid vacation

MINIMUM REQUIREMENTS

- Demonstrated leadership skills
- Organized and proactive
- Ability to multi-task and set priorities
- Excellent writing and verbal communication skills
- Bachelor's degree or higher
- Priority given to candidates with nonprofit and fundraising experience
- Priority given to candidates with administrative and supervisory-level experience
- Computer competence and knowledge of Microsoft Office Suite
- General knowledge of Quickbooks preferred

To Apply

Email cover letter, resume, and three professional reference contacts to: office@solvangtheaterfest.org.

Subject line: E.D. Application.

Deadline: March 6, 2020