Executive & Artistic Director

Sheldon Theatre - Red Wing, MN

Summary Description:
The City of Red Wing and the Sheldon Theatre Board of Directors seek a visionary leader to advance the Sheldon’s mission to entertain, educate, and enlighten the community and its visitors through the transformative power of the performing arts.

Responsibilities:

Artistic programming:
The Director serves as the primary face of the organization representing the Sheldon locally, regionally and nationally, and serves as an advocate for arts and cultural programming. Using the artistic and strategic vision of the Sheldon Theatre, the director embodies the artistic vision by curating an annual presenting season that is consistent with community and city goals and the board’s strategic priorities and mission. This includes setting the season schedule and negotiating artist contracts, as well as cultivation and maintenance of relationships with local and national performing artists and agents.

Financial oversight:
The Director will actively pursue fundraising and resource development for the theater, including board and governance support, community funding partners, individual fundraising, and grant writing. Responsibilities include the preparation and administration of an annual operating budget and a capital improvement plan, as well as managing human and financial resources to accomplish Sheldon goals within the allocated budget. The Director reports to the Sheldon Board and the City of Red Wing regarding actual income/expenses as compared to budget on a monthly basis.

Organizational management:
The Director, in conjunction with the Board, develops and implements short- and long-term planning and leads staff in all departments and core functions including programming, production, patron services, volunteer management and community relations. Responsibilities includes managing strategic and day-to-day communications, leading community relations efforts, including maintenance of close ties with community partners, and directing the development of an overall audience development plan, reaching revenue goals while maintaining current audiences and developing new ones.

Community leadership:
The Director plays an integral role in the life of the Red Wing community, leading efforts to integrate the arts into everyday life, in alignment with both the Sheldon’s mission and the goals of the City of Red Wing. Responsibilities include the development and maintenance of cooperative working relationships with a diverse group of constituents. The Director will work closely with artists, board members, City Council members, committee members, community groups, staff, volunteers, and the public, being willing to receive feedback in a professional and diplomatic manner.

Government relations:
The Sheldon is a valued department of the City, and the Director plays a role on City various boards, at meetings, conferences, legislative events, and other assigned public affairs, including attending City Council meetings as needed. S/he acts as staff liaison to boards and committee as required and oversees the Sheldon’s contributions to fulfilling the goals of the City’s strategic plan.
**Required Knowledge & Skills:**

- Ten years of progressively responsible experience in presenting and in theater or auditorium management.
- Five years of supervisory experience.
- Bachelor’s Degree in Arts, Theater, or Business Administration. Master’s Degree is desired.
- In-depth practical knowledge of performing arts presenting.
- Experience managing a public facility, including knowledge of historic facility maintenance and health/safety regulations.
- Fundraising experience in annual, project, capital, and endowment programs.
- Experience in public relations, marketing and audience services.
- Nonprofit financial management experience, ideally with a $1M budget or higher.
- Willingness to listen to comments and complaints of staff, volunteers, and community.
- Strong organizational, leadership and motivational skills, including persuasive written and oral communication.
- Experience with box office ticketing software (ideally Choice CRM).
- Strong Microsoft Office Suite skills.

**Additional Details:**

This is a full-time, exempt position reporting to the Sheldon Board and City Council Administrator and supervising five employees directly and 14 employees indirectly. Hours worked may extend to evenings and weekends. The salary range is $39.02 to $43.33 per hour with full-time benefits include excellent insurance coverage as well as vacation, sick and holiday pay.

Desired start date is early summer 2020.

**Application Instructions:**

Please submit cover letter and résumé in PDF format to sheldon@artsprogress.com, along with a completed City of Red Wing employment application, available at https://www.redwing.org/DocumentCenter/View/1134/Application-for-Employment by March 20, 2020.

**About the Theater and Community:**

Grounded in history and community pride, the Sheldon is leading boldly into the future, with a commitment to the next generation and beyond of world-class live performance in a small-town setting. Known as Red Wing’s “jewel-box”, the Sheldon is a regional arts hub and a national trailblazer in the rise of small-town performing arts centers. Located in the heart of one of the most beautiful downtowns in the Midwest, the 115-year-old theatre is a truly unique gathering place where tens of thousands of people each year connect with themselves, with one another, and with the larger world.

Located in bluff country along the banks of the Mississippi River, Red Wing is home to just over 16,000 residents. It has an abundance to offer for residents and visitors alike. Well laid out hiking trails throughout the city parks are a great way to enjoy the fresh air or have a relaxing picnic. Barn Bluff and Memorial Park both offer stunning views of the entire city and nearby areas surrounding the mighty Mississippi. Red Wing also boasts a thriving art community, with countless ways to become involved in a variety of art forms. Home to the internationally famous Red Wing Shoes as well as Red Wing Stoneware, this town is economically strong, with a flourishing downtown district and an engaged population. Red Wing is located approximately an hour’s drive from Minneapolis-St. Paul.