Executive Director

Summary Description:

CAPA-CT, the operator of the New Haven Connecticut landmark – The Shubert Theatre – is seeking an Executive Director to lead the enterprise as a key contributor to the cultural vibrancy of the city and as an effective partner both to New Haven’s arts and culture sector and with its parent organization the Columbus (Ohio) Association of Performing Arts (CAPA).

Knowledge & Skills:

CAPA-CT is seeking an experienced leader who will have the following credentials, skills, and abilities:

- A forward-thinking, energetic, and inclusive professional.
- Demonstrated leadership and related professional experience; executive experience leading a performing arts organization or similar non-profit organization preferred; familiarity with touring programming is a plus.
- A passion for and a commitment to enhancing the City of New Haven and its communities through existing and future programming.
- The ability to actively engage in and across New Haven’s communities by embracing equity, diversity, inclusivity and access while balancing the needs of CAPA-CT and its partners, CAPA and other stakeholders including the City of New Haven.
- Track record of curiosity and confidence operating on the cusp of the field; ability to develop new ideas and cultivate new ideas among diverse stakeholders.
- Significant organizational leadership experience, specifically in the areas of artistic inclusion, audience access, programming, community relations, fundraising, marketing/branding, fiscal management, and collaboration with governing bodies.

The Executive Director has accountability, responsibility, and authority for the leadership of CAPA-CT and operation of the Shubert Theatre. This individual reports to the President and CEO of CAPA and the CAPA-CT Board of Trustees.

She/he/they provide overall leadership to a New Haven-based professional staff. This individual also ensures the Shubert’s activities, including financial, operational, fundraising, marketing, human resource, technology, and programs are effectively implemented across all components of the organization.

The Executive Director empowers all Shubert Theatre staff and volunteers. She/he/they are an effective communicator who will guide the Shubert through strategic planning and support organizational and staff development as it continues to evolve.

Qualifications:

The Executive Director of CAPA-CT will have:

- Outstanding presentation and communication skills; the ability to convey a vision of the Shubert Theatre’s strategic future to staff, board, volunteers, donors, and a wide array of community stakeholders.
- Excellent collaboration skills with an ability to work effectively with a diverse variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
- Experience navigating and engaging municipal and other public agencies in an executive leadership
• Strong commitment to the professional and individual development of staff; successful track record of managing, directing, and motivating a diverse team.
• Excellent analytical, organizational, and problem-solving skills, which support and enable sound decision making.
• A personal and professional commitment to advancing social and racial justice, in collaboration with leaders in the arts and in other sectors.
• Undergraduate degree required, Master’s degree or equivalent experience in related field preferred.
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Responsibilities:

Specific responsibilities include:

Board Interaction:
• The Executive Director will collaborate with the CAPA-CT Board and the President and CEO of CAPA to set strategic objectives that promote the mission, financial sustainability, and civic engagement of the organization.
• Communicate effectively with the Board and the President and CEO of CAPA and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
• Participate in cultivating and developing the skills and engagement of Board members.
• Deliver updates on the Shubert’s achievement of financial, programmatic, and positive mission-driven work environment.

Organizational Leadership:
• Provide inspirational leadership and direction to all senior management.
• Support the continued development and management of a professional and efficient organization and establish effective decision-making and operational processes that will enable the Shubert to achieve its objectives.
• Ensure the budget, staff, and priorities are aligned with the mission and the strategic direction of the Shubert.
• Evaluate new business opportunities, lead the decision-making process, and effectively articulate the benefits and outcomes to the Shubert’s Board and staff.
• Effectively lead the organization’s commitment as a broadly diverse, inclusive, equitable and accessible enterprise and programmer.
• Engage externally and internally to model best practices and encourage participation in decision-making and participation; create and promote an inclusive, positive, multicultural work environment.
• Facilitate and model cross-departmental collaboration and strengthen internal communications with staff throughout the organization.

Financial:
• Oversee the development of strategic and long- and short-range financial plans to ensure the financial success and long-term financial sustainability of the Shubert and its shared services partners (where applicable).
• Oversee the development of an annual budget that is consistent with long-term financial sustainability and with the financial goals of the Shubert.
• Ensure that the budget and financial goals are adequately benchmarked against actual results.
Community Relations and Fundraising:

- Serve as the Shubert’s primary spokesperson to the organization’s constituents, its partners, the media, and the public.
- Enhance the Shubert’s image by being active and visible across New Haven’s many communities, working closely with and developing relationships with corporate, civic and arts leaders locally and nationally.
- Partner with the City of New Haven and other arts and cultural organizations to drive activity that creates public value through thoughtful civic engagement, creative programming, and effective partnerships.
- Drive expanded and effective fundraising programs and initiatives for corporate, government, and individual donors.
- Cultivate and advance the Shubert’s educational programming, to serve students and lifelong learners.

Operational:

- Oversee the delivery of high-quality and innovative programming, including but not limited to traditional Broadway content, that meets the artistic needs and aspirations of the communities the Shubert serves within the parameters of the annual budget.
- Ensure the development of comprehensive marketing, branding and PR strategies that will promote the activities and programs of the Shubert and maximize long-term revenue potential consistent with the organizational mission.
- Develop and implement a communication program that touches the breadth of New Haven and invites participation from the broadest range of participants.
- Ensure the maintenance and upkeep of all Shubert properties.

Shared Services:

- Ensure that the Shubert meets the requirements of its shared services agreements and provides a level of service that is consistent with its own and CAPA’s standard of service.
- Explore and develop additional opportunities to strengthen CAPA-CT, CAPA, and other potential partners locally to maximize customer service, revenue opportunities and cost efficiency.

Compensation:

Compensation, including an excellent benefits package, will be competitive and commensurate with the successful candidate’s experience. The historic compensation for this position is $145,000-$165,000, and those interested in applying are encouraged to review the most recent available Form 990 on GuideStar by Candid.

Applications and Nominations:

CAPA-CT is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. 

CAPA/The Shubert reserves the right to close the search for its convenience at any time, however, applicants are encouraged to apply by **October 31, 2020**.


Please send nominations or application materials (CV/resume and cover letter) to mfriedman@ams-online.com.