



**Mailing Address**  
Goshen Theater, Inc.  
216 South Main  
Goshen, Indiana 46526  
**Phone:** 574-312-3701

## **GT Job Posting**

The Goshen Theater, Inc. is currently seeing candidates for the following position:

### **Full Time Executive Director**

Anticipated Start Date: December, 2021

Reports to: Board of Directors

Respond to: Please send inquiries and/or resumes to David Daugherty, Human Resources Chair:

[davidbdaugherty@msn.com](mailto:davidbdaugherty@msn.com)

The newly renovated, historic Goshen Theater, located in Goshen, IN is seeking a full time Executive Director starting December 2021. This person will join our Program Manager, Audience Services/Box Office Manager, Technical Director and Bookkeeper.

The qualified individual will be responsible for:

- Providing administrative direction for day to day operations
- Strategic Planning
- Development/fundraising
- Supervision of staff
- Providing fiscal leadership and developing the annual budget

#### **Requirements**

- A Bachelor's degree or equivalent experience required
- Candidate should possess demonstrated success in planning, management and fundraising
- Strong computer abilities along with outstanding communication and interpersonal skills
- This position requires the ability to work in a theater environment with stairs, ladders and lifting up to 30 lbs.