



Chief Operations Officer, Michigan Theater Foundation

Opportunity Guide

Michtheater.org

The **Michigan Theater Foundation** is a non-profit organization focused on protecting the historic **Michigan Theater** and **State Theatre** located in the heart of downtown Ann Arbor. The **Michigan** and **State** serve as the community's year-round auditoriums for live events and cinema presentation and film culture, including the presentation of the **Cinetopia Film Festival**.

The Michigan and State are dedicated to film exhibition, providing a 365-day a year film program to over 7,100 paying members and attracting nearly 250,000 patrons annually. Presented across the Michigan's historic Main Auditorium and Screening Room, the State's four theaters, and our Virtual Movie Palace, films themes commonly include classic, contemporary, foreign, documentary, student, American independent, experimental, and silent-era films accompanied by the restored **1927 Barton Theater Pipe Organ**.

The MTF is one of the few exhibitors in the country with union projectionists that can present films in a wide range of celluloid and digital cinema formats including 16mm, 35mm, and 2K and 4K digital formats in theater spaces with state-of-the-art sound systems. Films projected at the Michigan are often preceded by an organ concert.

The Michigan is also home to the Not Just for Kids series of children's theater productions, the Ann Arbor Symphony Orchestra, the University of Michigan's University Musical Society, the Ark, Live Nation Worldwide, a multitude of University of Michigan departments and cultural clubs, and many local area non-profit community groups, who use the historic Main Auditorium for a variety of live events. A handful of local film festivals also call the MTF home, including the

Ann Arbor Film Festival, the Ann Arbor Jewish Film Festival, and the Ann Arbor Polish Film Festival.

This combination of community service, media arts, and performance programs is arguably unparalleled anywhere in diversity, quality, and scope—especially for a market the scale of the Ann Arbor area—allowing the MTF to carry out its mission to bring diverse people together to build community, enhance understanding, and advance public storytelling and the arts, as we protect these two historic theaters.

Mission: With joy and in partnership, we bring diverse people together to:

- Build community
- Protect our historic buildings
- Advance understanding, “campfire desire” public storytelling and the arts.

Core Values:

- **Respect for the Individual:** Inclusive, welcoming, value diversity, seek to understand biases, live by the Platinum Rule
- **The Show Must Go On:** Resourceful, courageous and adaptable; show up/work hard with a great attitude: joyful, nice and enthusiastic
- **Row! Together!** Oars in, take direction, work together; The Team, The Team, The Team. Do your job first, in concert, but look for ways to help one another; Always Assume Best Intentions!
- **360 Stewardship:** Protect our historic buildings, be results driven, goal oriented, cost conscious, deliver great value to our community and our donors
- **P3 – Passion Plus Partnership:** Celebrate arthouse cinema, public storytelling and the arts by joyfully enhancing understanding, cultural connection and community

The Opportunity: Chief Operating Officer

This Executive role will serve as a member of the Executive Team, ensuring the implementation of the Foundation’s mission and values. Specific expectations include operationalizing the values and mission of the organization, creation of focus and accountability, and leading/developing team members consistent with service standards and financial goals/objectives.

Reports to: Chief Executive Officer

Direct Supervisory Responsibilities: include providing supervision of enterprise-wide operations, leadership, goal setting and mentoring for more than a dozen associates and operational team members.

Key Responsibilities**Leadership & Integrator Role**

- Implementing mission, ensuring operational practices aligned with strategic plan
- Support development of Foundation goals and implementation of its strategic plan
- Operationalize the vision of the CEO & Visionary through discussion, clarity-seeking, project management and prioritization
- Determine key data and analytics that drive the Foundation's success
- Instills accountability at all levels of the organization (leadership and staff)
- Facilitates resolution of issues and resolves problems across the Foundation
- Translates mission and values into daily practices and ensures adherence to core purpose, values and operational systems designed to support the strategic plan
- Consistently conveys key messages, thereby building a shared understanding across the organization
- Proctors quarterly progress review conversations with direct reports on how they are performing relative to goals, values and key accountabilities of their role
- Attend or facilitate all team meetings using a proven effective meeting protocol to drive decision making and efficiency

Operations & Administration

- Execute all budgets and financial targets; oversight of preparation of monthly metrics for review by the executive team.
- Facilitate measurement and evaluation of revenue and expenses, both organization-wide and by program type
- Provide reports and analyses to CEO of progress against goals
- Develops, administers, coordinates, and reviews internal systems and policies/procedures
- Evaluate and manage all vendor relationships for optimization and alignment
- Create meetings or issue-solving forums to review analytics and divine solutions to rapidly course correct, as needed
- Accounting oversight: interface with Finance Director on financial reporting and annual audit

The Qualified Candidate

MTF seeks a collaboratively focused, proven executive. The successful candidate will have leadership experience with prior success in creating engagement to drive mission fulfillment, and be goal oriented as well as a strategic thinker.

Requirements include:**Education and Experience**

- Degree in Business, Marketing, Film Studies or a relevant field of study.

- Demonstrated track record of success leading teams and implementing strategies to drive team member engagement and retention
- Significant experience in leadership positions managing operations and diverse team members.
- A history of launching successful initiatives, including managing change and ensuring target attainment through resource allocation and continuous monitoring/adjustments to ensure objectives are met.
- A high level of Emotional Intelligence or Social IQ with demonstrated track record of influencing, collaborating and affecting change through others.
- Proven ability to challenge, motivate and partner with an entrepreneurial CEO and executive leadership team to foster creativity and lead change in an atmosphere of mutual respect.
- Impeccable written and oral communication and relationship building skills; ability to effectively communicate vision, goals and values and impact performance.

Key Competencies for Success

- Ability to work in fast-paced, service-oriented, demanding environment, balancing competing priorities.
- Strong attention to detail, with a keen eye for excellence to ensure the continued integrity of the guest service experience.
- Oriented to continuous improvement/quality control in driving excellence.
- Growth and change leader; earns trust, gets involved and “rolls up the sleeves” to get meaningful and sustainable results for all key constituents - a true leader with exceptional ability to manage people
- Proactive, yet disciplined; creative and entrepreneurial - identifies opportunities and takes initiative.
- Collaboration building; alliance building; non-bureaucratic.
- Earns credibility by listening, offering meaningful solutions, makes fact-based decisions, and focuses on delivering meaningful outcomes.
- Humble, yet confident, servant leader who seeks the betterment of the team; open to feedback, continuous learning and committed to ongoing self-improvement.
- Executes well; gets results.
- Self-motivated.
- Resilient and persistent in achieving meaningful outcomes/getting things done.

Desired/Preferred Qualifications:

- 7 or more years of progressively responsible experience in an arts or nonprofit organization, or a related field.
- Knowledge of and experience working with the [Entrepreneurial Operating System](#).

This position is based in Ann Arbor, Michigan.

To Apply

This search is being managed by Karen F. Andrews, SPHR, of The Andrews Group. To apply, candidates should submit their cover letter and resume to karen@karenandrewsgroup.com or apply on-line via this [LINK](#).

About the Ann Arbor, Michigan area

Ann Arbor has consistently been recognized as one of the nation's best cities in which to live! With a population of over 115,000, Ann Arbor boasts abundant culture and increasing business opportunities. It is home of the University of Michigan, Google, and several national and international companies.

Washtenaw County is well renowned for its cultural offerings, summertime street fairs and festivals and dining experiences. The area also offers a bounty of recreational activities for those looking to golf, hike, or cycle, and three Metroparks are within a short drive of the city center.

Additionally, the Washtenaw County/the Ann Arbor area boasts top-ranked school systems, a growing economy and diverse housing options. Located a short distance from the Detroit Metro Airport, Ann Arbor provides quick access to travel options within and out of state.

