



Executive Director

The Association for the Colonial Theatre (ACT) — Phoenixville, Pennsylvania

ABOUT THE COLONIAL THEATRE

The iconic Colonial Theatre is an independent, nonprofit arts destination situated in the heart of thriving downtown Phoenixville, PA, named one of the “Ten Hottest Suburban Philadelphia Towns” by *Philadelphia Magazine* (2017). The theatre’s mission—to nurture community by celebrating the power of film and the performing arts to entertain, inform and reveal meaning—is steeped in its rich history.

From its earliest days as a vaudeville house in the early 20th century to its mid-century transformation into a movie palace to its current embodiment as home to an exceptional mix of movies and live performances, the Colonial has long been a community treasure. It now serves as an anchor institution in the borough’s continued revival and the center for community events and gatherings.

Known internationally as the home of the Blobfest, which annually celebrates the theatre’s role in the 1958 sci-fi classic, *The Blob*, the Colonial attracts patrons from across the region and beyond. Before Covid-19, the Colonial drew more than 70,000 patrons each year to its eclectic mix of new movies, beloved film favorites, live music, comedy, and community events. While numbers have fallen during the pandemic, the Colonial remains in a strong fiscal position.

The Colonial is comprised of two historic buildings functioning as a single venue with three theatres and several rental spaces:

- The 1903 Theatre, preserved but not yet restored, seats 658 with a two-tiered balcony, rare Wurlitzer Opus pipe organ, and 2K digital and 35mm projection capabilities.
- The White Rabbit Theatre has 174 seats with a balcony area and 2K digital projection.
- The intimate Berry Theatre offers seating for 65 with 2K digital projection.
- The Garden Suite and rooftop deck offer gathering space for special events and rental capacity for up to 100 people.
- The Screening Classroom offers rental space for up to 80 people.

For more information about the Colonial Theatre, visit www.thecolonialtheatre.com.

POSITION SUMMARY

The ACT is seeking a creative, highly motivated, proactive leader to guide the Colonial through its next stages of growth and innovation—in collaboration with a dedicated and knowledgeable Board of Directors and professional staff. The Colonial is fortunate to enjoy modern and adaptive facilities, paired with stable funding, a recognizable and respected brand, and strong community support. At the same time, like all film and live performance venues, the Colonial is finding its way through the changing landscape of entertainment and community engagement in light of new norms and constructs associated with the pandemic and significant business changes within the film and performing arts industries. The next Executive Director should bring a broad vision, with a bold approach to shaping the Colonial’s position as a vibrant community cultural center and advocate of the arts.

Reporting to the ACT Board of Directors, the Executive Director is responsible for implementing and enhancing both strategic and tactical initiatives, with ultimate management responsibility for finances, programming, fundraising, communications, administrative and facilities functions, HR, compliance and risk management, and board and community relations. Much of the Executive Director’s energy will be spent in the community, creating and growing the Colonial’s relationships with a diverse array of constituents—including but not limited to community leaders, governmental officials, current and prospective donors, while also building and maintaining strategic alliances with artistic/ cultural/educational organizations.

The Executive Director has three direct reports: the Director of Giving, Events and Marketing; the Director of Finance and Operations; and the Director of Programming. Daily operations are carried out by an experienced, professional staff along with a host of dedicated volunteers.

PRIMARY DUTIES & RESPONSIBILITIES

The Executive Director’s role includes, but is not limited to the following:

- Lead strategic planning and visioning, working with the Board of Directors and staff to set organizational direction, priorities, and goals.
- Execute the mission and vision through development of the Colonial’s theatrical offerings, educational programs, artistic performances, and community engagement.
- Serve as the Colonial’s chief fundraiser, taking the lead, in collaboration with the Director of Giving, Events and Marketing and the Board, to cultivate and solicit key major gift prospects.
- Cultivate relationships with various constituencies to generate increased visibility for the theatre’s mission, increased attendance and use of the facilities, and increased revenues.
- Manage, develop, and support the staff responsible for the Colonial’s daily operations.
- Oversee development of the annual budget in collaboration with the Director of Finance and Operations and manage operations within approved budget limits.
- Serve as the chief spokesperson for the Colonial in a range of settings, such as community and small-group gatherings, live theatre events, and media and fundraising events.

- Help develop, engage, and support a strong and diverse Board of Directors and participate in committee meetings, as appropriate.
- Oversee and seek continuous improvement in the areas of human resources, financial recordkeeping and reporting, risk management, and compliance.
- Serve as a board member at The Community Coalition, participating on its committees and attending its fundraising events (www.thecommunitycoalition.org).

QUALIFICATIONS

Attributes of the Successful Candidate:

- Demonstrated experience and success in leadership roles within the performing arts community—locally, regionally, or nationally.
- Action-oriented, entrepreneurial, and innovative in business planning.
- Highly developed leadership skills with a personal and inclusive management style.
- Deep understanding of nonprofit fundraising channels, strategies, and practices, including demonstrated success in securing major gifts (capital campaign experience a plus).
- Persuasive, inspirational, and engaging communicator, both oral and written.
- Able to develop and maintain long-term relationships that will enhance the financial, artistic, and educational goals of the Colonial.
- Active listener and supportive of a range of viewpoints.
- Demonstrated track record of executing projects from conception to successful completion.

Experiences of the Successful Candidate:

- Minimum of 5 years' nonprofit leadership experience with a preferred focus on arts and culture organizations, particularly theatres or arts centers offering live performance and film programming—or one of the two.
- Bachelor's degree required; advanced degree preferred (experience may be considered in lieu of an advanced degree).

WORKING CONDITIONS

Tasks for this position are generally carried out with no specific or unusual physical or environmental demands. While performing the duties of this job, the Executive Director is regularly required to work at a desk with a computer for extended periods of time. Specific physical abilities required by this job include operating basic office equipment such as computers, telephones, and cell phones.

The position requires flexible hours. The Executive Director is expected to attend many of the live events at the Colonial, which generally take place in the evenings. The Executive Director may be required to attend meetings, both on- and offsite, via phone, videoconference, and in person.

EMPLOYMENT, COMPENSATION & BENEFITS

This is a full-time, exempt position located at The Colonial Theatre, 227 Bridge Street, Phoenixville, PA 19460. The candidate must be local to the region or be willing to relocate. We expect that the Executive Director will live in proximity to the theater and be an integral part of the community.

Salary Range: \$90,000 to \$110,000, depending on skills and experience, plus a competitive benefits package that includes: full healthcare and dental coverage; paid vacation, sick leave, and holidays; a matching 403(B) plan; parking pass; and free admission to movies and live performances.

Please Note:

Due to the Colonial's safety protocols, the hired candidate must be fully vaccinated against COVID-19, including applicable booster shots, prior to the start of employment. All offers of employment are subject to and contingent upon satisfactory completion of reference and background checks as determined by ACT.

TO APPLY

The Colonial Theatre has retained Dunleavy & Associates as its partner for this search. In order to be considered, interested candidates must submit a resume or CV as well as a cover letter that includes each of the following elements:

- Why you are interested in the Executive Director position at the Colonial Theatre.
- Any additional professional and/or personal experiences, if any, that inform your qualifications for this position and are not otherwise obvious from your resume.
- Confirmation that the published salary range meets your requirements.

Please submit your materials via this [LINK](#) or directly to Patty Cook at pcook@matchingmissions.com.

EEO/AAP Statement

The Colonial Theatre provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other characteristic protected by federal, state, or local laws.