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Minneapolis, MN 55454

www.southerntheater.org



The Southern Theater

Executive Director Position Description

About the Southern Theater

The Southern Theater provides a home for artists, giving them the freedom to focus on what matters most: their art. We add new value by fostering a community that services the artist's need for stability, for a sense of space, for the opportunity to experiment and as a resource to learn and grow. We offer audiences a unique experience that ignites their imaginations and expands their perspectives in an extraordinary historical theater.

The Southern Theater seeks to create a collaborative environment in all our endeavors, with an adventurous spirit, bringing together a community of artists, audiences, neighbors and friends, to create and present artistic excellence in every art form, with actions rooted in integrity.

Located at Seven Corners in Minneapolis near the University of Minnesota West Bank campus, our intimate, 165 seat house serves as a leading and valued venue for eclectic, experimental and engaging work that appeals to diverse audiences. The Southern Theater open its doors on March 1, 1910, offering a variety of entertainments. Following years as a garage, warehouse, antique shop, restaurant and vacancy, the Southern Theater resumed its role as a theater when the Guthrie Theater renovated the space for use as a second stage, With the assistance of the Minneapolis Arts Commission, the Southern Theater Foundation emerged in the present, non-profit corporate structure in 1983.

About the Executive Director Position

Reports to:

Board of Directors in collaboration with the Artistic Directors

Employment Status and Compensation:

Part-Time – approximately 20-25 hours per week. No Benefits Hourly rate commensurate with experience. Rate increase will be considered by the Board based on performance, with the first evaluation after six months.

Supervises:

Development Director, Production Manager, Community Relations Manager, Marketing Manager other staff and volunteers and any other administrative staff / volunteers and special event planning committees.

Position Description:

The Executive Director is responsible for the business and administrative aspects of the organization, including finances, budgeting, human resources, strategic planning and operations. The Executive Director is accountable for fundraising through the supervision and direction of the Development Director. The Executive Director is accountable for Public Relations, Marketing, Membership and Community Building through staff roles and volunteers. The Southern Theater's Artistic Directors take direction from a curatorial committee staffed by Board, Staff, Artists and community representatives.

Primary Responsibilities:

- **Administrative and Financial Management** – In relation to the overall management of the organization, the Executive Director will:
 1. Be responsible for the recruitment, employment, oversight and release of all operational personnel, both paid staff and volunteers.
 2. Ensure that position descriptions are developed and human resources practices are in place and actively implemented.
 3. Ensure all local, state and federal laws pertaining to the operation of the our Non-Profit organization are adhered to and all appropriate filings are made on time.
 4. Maintain a culture that attracts, retains and motivates a staff of top quality individuals.
 5. Be responsible for developing and maintaining sound financial practices.
 6. Prepare, manage an annual budget.
 7. Ensure that adequate funds are available to permit the organization to carry out its work.
 8. Jointly with the Board of Directors and the Artistic Directors, conduct official correspondence of the organization and jointly with designated officers execute legal documents.
 9. The Executive Director will work with staff and Board to execute the goals outlined in the Strategic Plan – to grow capacity of the organization including but not limited to staff capacity, ARTshare growth and Program quality.
- **Fundraising** – The Executive Director will collaborate closely with the Development Director, Board of Directors and other fundraising staff and volunteers to achieve the financial objectives of the organization with a particular focus:
 1. Identifying and cultivating new donors and corporate sponsors.
 2. Building strong relationships with current donors
 3. Developing and maintaining a donor network and database.
- **Outreach** – The Executive Director will collaborate closely with the staff (Community Relations Manager, Marketing Manager) and other staff members and volunteers to actively engage with the arts community, patrons and press to achieve objectives of the organization.

Experienced Required:

1. Previous experience in arts management, preferably performing arts.
2. Experience in charitable fund development
3. Experience with event planning and the management of complex programs within an organization that has a reputation for quality and excellence.
4. Demonstrated experience in managing people and budgets
5. Demonstrated track record with respect to detail orientation and accuracy
6. Computer literacy and ability / willingness to learn new organizational methods and technologies for improving operations as necessary.
7. Experience working in a hands-on environment with limited resources.

Required Abilities:

1. Strong knowledge of principles, ethics and practices of successful non-profit management are a plus, but at the very least the candidate must show a motivation and ability to quickly learn such practices.
2. Ability to lead multiple long and short term projects simultaneously, meeting all related deadlines.
3. Ability to work well under time constraints.
4. Excellent verbal communications, interpersonal and relationship-building skills to effectively work with a variety of people and personalities; ability to communicate clearly in person and in writing.
5. Ability to present, inform and motivate individuals and groups about the Southern Theater's mission and programs.
6. Excellent organizational skills and a detailed orientation to work
7. Understands the confidential nature of fundraising efforts and donor information.

To Apply:

Please send a cover letter and resume to:

The Southern Theater
Attn: Board of Directors
1420 S. Washington Ave.
Minneapolis, MN 55454
southerntheaterbod@gmail.com

Deadline:

Position open until filled. Interested candidates are encouraged to submit materials prior to June 30th. Women and minorities are encouraged to apply.