



Sample Job Description

Please note that job descriptions vary considerably from theatre to theatre. This one is based on an actual job description for a community theatre, and therefore should be edited to match the needs of a particular company.

Poorhouse Players

Executive Director

Job Description & Duties

Job Description

Administers, plans and secures resources to fulfill the mission of the Players in such a manner that optimum results are achieved; operates under the general direction of the Board of Directors.

Human Resources:

Board of Directors: Develops and recommends to the Board of Directors specific, written, long and short range plans for the development of the theatres productions and services; maintains appropriate relations with the Board and the Board committees and keeps them informed. Interprets trends in the field of both theater and non-profit management by maintaining involvement in the professional field as a whole.

Administers an orientation and training program for the Board. Staff: Supervises and directs key staff in the performance of their duties, evaluates performance of key staff members and provides overall control and direction for the personnel function of the agency. Oversees management of volunteer staff activities.

Artistic:

Oversees and assists the Artistic Director in the development and implementation of the artistic mission of the Players which includes participating in Board and staff artistic discussions, assisting with selection of productions with an eye towards the Players marketing niche and projected financial return. Negotiates show royalties and guest artist honorariums and residency requirements; works with Artistic Director and Business Manager on musicians, designers and directors, cast, and crew fees and contracts.

Planning & Education:

Evaluates the services being provided by the Players to the community in relation to specific goals and standards, recommends modification where appropriate. Implements and monitors effectiveness of the Players' Strategic Plan.

Oversees the planning and implementation of education and outreach programs in conjunction with Artistic Director and other staff.

Finance:

Prepares theatre budgets with the Players' Business Manager as related to physical, financial and human resources and is accountable for control of these resources once approved by the Board. Directs all financial operations of the theatre. Works with the Board and the Development Department in all individual solicitations, in-kind requests, fund-raisers, corporate presentations, grant writing and development.

Community Relations & Marketing:

Oversees and assists with public relations activities, marketing, and all efforts by the Marketing Department to best position the Players in the community including, but not limited to, advertising, direct mail, public appearances, speeches and presentations to community groups and corporations, hosting corporate events and participating in outside theatre functions to maximum the Players' exposure.

Customer Service:

Oversees all public areas of the Players to assure best possible customer relations, from supervising and assisting in Box Office, to looking for methods to evaluate and streamline the sales effort.

Other:

Oversees management and maintenance of facility and grounds.