



Leadership Structures

Prepared for American Shakespeare Center by Advisory Board for the Arts

3 Models of Leadership Roles

We scanned job descriptions from small to mid-sized regional theaters to find several models for executive leadership. In addition, we opened the scan to the opera industry as these theaters often have directors with more dual responsibilities.

Model 1: Artistic Director + Managing Director

Most regional theaters found in our research have a 2-person leadership team made up of an Artistic Director and a Managing/Executive Director.

Artistic Directors primarily manage the artistic programming, casting, and company management of the organization, and have involvement in board/donor relations and marketing efforts.

- [Sample job description: Artistic Director, Regional Theater](#)

Managing Directors primarily manage the financial, operational, marketing, fundraising, and human resource operations of the organization.

- [Sample job description: Managing Director, Regional Theater](#)

Model 2: Combination Artistic/Managing Director

Some small regional theaters and operas have one leader who takes on combined artistic and management responsibilities.

- [Sample job description: Executive & Artistic Director, Regional Theater](#)
- [Sample job description: Producing Artistic Director, Regional Theater](#)
- [Sample job description: General Director/CEO, Opera](#)

When looking out-of-genre, we find that at some opera houses the General Director will have a mix of artistic and management responsibilities even with the presence of an Artistic Director, as the AD is more focused on directing the productions themselves.

- [Sample job description: General Director, Opera](#)
- [Sample job description: General Director, Opera](#)

Model 3: Executive Team + Administrative Director/Manager

In various genres we found examples of institutions with Executive and Artistic Directors who are supported by a Director/Manager-level individual who focused on overseeing all operational aspects of the organization, leaving the Executive Team to artistic programming and strategy.

- [Sample job description: Director of Artistic Administration, Opera](#)
- [Sample job description: General Manager, Dance](#)

Interesting Sourcing Examples

Below are examples of performing arts organizations leaders who began leadership roles in the arts after working in other industries:

- Arvind Manocha, CEO of [Wolf Trap Performing Arts Center](#) (Strategy Consulting)
- Kent Bridges, Managing Director of [Ogunquit Playhouse](#) (Business/Finance Consulting)
- Debby Buchholz, Managing Director of [La Jolla Playhouse](#) (Corporate Law)

Mid-Sized Opera (\$10 million budget / 30 person staff)

Role: General Director

The next General Director of [Opera Theatre of Saint Louis](#) will build on a long tradition of excellence, creativity, and innovation in all aspects of opera. S/he will join a Company with a strong balance sheet and a track record of positive financial results. S/he will have the opportunity to collaborate with a dedicated Board, artistic team, and administrative staff in discovering, nurturing, and introducing audiences to many of the creative and performing artists who will define the future of opera in America. S/he will have the opportunity to be cultural leader in one of the country's most diverse and dynamic cities where the potential for opera to have a major impact is significant.

The Position

The General Director is the chief executive officer of Opera Theatre of Saint Louis and reports to the Board of Directors. S/he provides the leadership and vision that ensure the artistic, financial, and organizational success of Opera Theatre, while raising the Company's profile and enhancing its reputation for excellence locally, regionally, nationally, and internationally. S/he is the spokesperson, advocate, and visible representative of Opera Theatre throughout greater St. Louis. S/he takes an active part in the life of the community and ensures that Opera Theatre embraces, engages, reflects, and celebrates the rich diversity of the St. Louis community.

The General Director oversees the artistic planning and strategic direction of Opera Theatre. S/he leads and directs the artistic and production staff; embraces and advances the Company's commitment to development of new work; and actively explores opportunities for co-commissions, co-productions, and other collaborative artistic projects.

The General Director is responsible and accountable for the overall management of Opera Theatre's \$10 million business. S/he takes a leadership role in fundraising for the Company. S/he works closely with the Board of Directors to ensure good governance, communication, and transparency. S/he leads a high-performing administrative staff. S/he provides guidance and support to those who serve as volunteers. S/he fosters a culture of success among all stakeholders.

The General Director leads the Company in addressing priorities identified for the five-year period 2015 to 2020 in the areas of: artistic leadership; engagement and experience; human resources, infrastructure, and technology; and capital structure and financial strength.

Candidate Profile

The ideal candidate will combine a passion for opera with a proven record of success as a visionary leader and a skilled manager of people, projects, and organizations. S/he will be

thoroughly knowledgeable about artists and repertoire, and experienced in producing opera with a professional company in a collective bargaining environment.

The successful candidate will have excellent financial management skills and the demonstrated ability to develop and achieve balanced budgets. S/he will be able to provide guidance and oversight to the professional staff responsible for earned and contributed revenue. S/he will have the creativity and entrepreneurial ability to explore and develop additional revenue streams to support the work of the Company.

The successful candidate will be an enthusiastic fundraiser who is willing and able to devote substantial time and effort to donor cultivation and solicitation. S/he will have excellent written and oral communication skills. S/he will be able to speak passionately and persuasively about the value and importance of Opera Theatre.

The successful candidate will be fully aware of the challenges facing American opera companies today. S/he will have a track record for developing productive partnerships and collaboration with other opera companies as well as arts and community organizations. S/he will have the creativity, charisma, and strength of personality to unite the Board, patrons, donors, and staff around a vision and operating strategy for Opera Theatre of Saint Louis that will allow the Company to thrive in the decades ahead.

The successful candidate will welcome the opportunity to live in St. Louis, to be a leader in the arts, and to participate actively in the life of the community. S/he will invest significant time and energy in building relationships within the community.

Mid-Sized Opera (\$3 million budget / 14 person staff)

Role: General Director

[Fort Worth Opera Association, Inc.](#) (dba Fort Worth Opera) seeks applications for the position of General Director from individuals with senior experience in opera company administration, nonprofit management, and/or fundraising. We seek a visionary leader who will set an ambitious course for Fort Worth Opera to grow its impact in the Dallas-Fort Worth Metroplex and throughout the opera world.

Position Summary

The General Director will serve as a visionary leader, overseen and supported by the Board of Trustees, with the authority and responsibility to develop and implement a strategic plan to fulfill Fort Worth Opera's mission and achieve its operational, artistic, and fundraising goals.

The General Director is directly responsible for the effective leadership, management, operation, and performance of all Fort Worth Opera programs, services and activities; and is ultimately accountable to the Board of Trustees. All Fort Worth Opera employees (approximately 10 full-time and part-time) report to the General Director. The General Director is responsible for all staffing (conducting searches, hiring, management, and developing staff, including artistic personnel).

The General Director serves as chief liaison and advocate for the arts community, arts education, and Fort Worth Opera's work throughout the Dallas-Fort Worth community by actively pursuing opportunities for partnerships and collaborations with arts, educational, cultural, social, and other key constituent groups. The General Director serves as spokesperson for the Company with print, broadcast, and social media, heightening awareness about Fort Worth Opera throughout the region while raising the profile of the Company nationally.

The General Director leads the fundraising efforts of Fort Worth Opera and invests considerable time, effort, and energy in the identification, cultivation, and solicitation of donors. The General Director provides support and guidance to the fundraising efforts of Board members and volunteers, and will maintain productive working relationships with The Fort Worth Arts Council, Texas Commission on the Arts, Opera America, the National Endowment for the Arts, and major corporate, foundation, and individual benefactors.

The General Director supports the Board of Trustees in its governance role by helping to identify, cultivate, and recruit talented volunteers to an active and energized Board; provide support and help drive the fundraising efforts of the Board; and communicate frequently and provide timely information to the Board for its decision-making.

Position Responsibilities

The General Director will have responsibility for and oversight of all aspects of the company's operations. These consist of:

- Artistic Operations (In conjunction and collaboration with Artistic Director Joe Illick)
- Programming and production management
- Financial Management
- Budgeting and cost control
- Fundraising
- Individual, Foundation, Corporate, Government, Special Events
- General Administration and Human Resource Management
- Staff hiring and oversight
- Board development and recruitment
- Marketing and Public Relations
- Audience understanding and engagement
- Social and traditional media
- Collaboration with other DFW arts organizations and businesses
- Education and Community Outreach
- Children's Opera Theater
- Noches de Ópera

Qualifications and Characteristics

- A 4-year accredited college degree required. Master's or other advanced degree preferred.
- Minimum of 5 years (10 years preferred) combined prior experience in either a regionally or nationally recognized opera company or similar nonprofit organization, with responsibility for administration, development, marketing, and board relations. Proven track record as an effective manager and leader.
- Strong business acumen; ability to effectively interpret financial statements and identify areas of improvement, address problems, and develop forecasts.
- An assured public presence and a high comfort level with business and community leaders, trustees, and other stakeholders.
- Action-oriented and adaptable; Utilizes an innovative approach to business and strategic planning; A creative and decisive problem-solver that works well under pressure and tight time constraints.
- A good listener; Comfortable receiving input from various sources; Easily adapts to the audience he is interacting with and a creative and skilled negotiator.
- Strong interpersonal and organizational skills with the proven ability to work independently, meet deadlines, multi-task, problem-solve, and adapt to change.
- Extensive knowledge of fundraising principles, ethics, and best practices; a proven track record of designing and executing a successful fundraising campaign and experience working with Patron Manager and/or other fundraising databases.

Small Opera (\$1.1 million budget / 9 staff members)

Role: General Director/CEO

[Opera Columbus](#) is seeking applications for the position of General Director/Chief Executive Officer. Reporting to the Board of Trustees, the General Director/CEO provides for the overall leadership of the company, with ultimate responsibility for all creative and operational aspects of administration and production.

The General Director is the primary leader in fund-raising and building relationships with individuals and organizations in the community, establishing high standards of quality and excellence, while increasing Opera Columbus's financial support and institutional stability.

Candidate Profile:

The successful candidate will have senior management experience in the opera field. The new general director must demonstrate the ability to balance the traditional operatic repertoire with more contemporary works, as well as a commitment to emerging opera artists, to community partnerships, and to diversity, equity, and inclusion.

Other required skills include experience in long-term multi-year budget and repertoire planning, management of operational budgets, knowledge of marketing, fund-raising, artistic operations, and educational programming, and competence in strategic problem solving. The Board of Trustees seeks someone who inspires enthusiasm, has a track record of expanding audiences, and who is interested in growing a company over a number of years.

A strong track record in fund-raising is essential, as well as the ability to establish and maintain effective working relationships with artists, board members, other volunteers, artist managers, foundations, corporate and individual donors, the media, the university community, and the audience. A strong contact network throughout the opera industry is vital.

Training in opera/music and/or arts management is desirable.

Mid-Sized Regional Theater (\$2 million budget / 25 staff members)

Role: Artistic Director

[Aurora Theatre Company](#) is looking for our next Artistic Leader to inspire the organization and lead it into the future. The Artistic Director works in a co-leader collaborative capacity with the Managing Director, both reporting equally to the Board of Directors. The Artistic Director will lead all activities related to the creative and production aspects of the theatre, with a focus on artistic vision, new work development, and community and donor engagement.

Specific Responsibilities:

- Provide artistic vision.
- Initiate, develop, and plan each season's roster of plays, productions, and programs.
- Engage culturally diverse and gender representative directors, designers, casts, playwrights, and supporting production teams.
- Lead and inspire the professional artistic and production teams in setting high artistic standards, in a practical, nurturing, and respectful manner.
- Cultivate extensive relationships with existing and emerging artists, playwrights, and designers.
- Direct one play each year at Aurora, as appropriate.
- Innovate and adapt programs to the changing circumstances of the Bay Area and contemporary society, in collaboration with the Managing Director and senior staff.
- Serve as a key public face of Aurora Theatre Company to the community, and actively participate in community, donor, and audience engagement.
- Inspire audiences and donors with a strategic vision, excellent communication and social skills, and high ethical standards.
- Participate in activities around cultural and intercultural awareness.
- Communicate forthrightly with an active, committed, supportive, and generous Board of Directors to help its members fulfill their roles in governance, oversight, and community ambassadorship.

Qualifications:

- Be a working artist with leadership experience in professional theatre, not necessarily as artistic director.
- Experience with the development and production of new plays.
- Experience directing new and classic works.
- A successful record of building and sustaining strong relationships with playwrights, directors, designers and other theatre professionals.
- A leadership style that is open, collaborative and respectful.
- The ability to balance the expectations of the theatre's many constituents.
- The ability both to create effective teams and to act as a member of a team, coupled with a facility for acting decisively at the right time.

- The ability and commitment to support development and fundraising activities as an eloquent advocate for the theatre.
- Excellent communication skills; the ability to speak and write persuasively; mature interpersonal skills; a talent for nuance and diplomacy.
- A commitment to honesty, transparency, and personal accountability.

Small Regional Theater (\$1.4M budget / 8 person staff)

Role: Managing Director

[Horizon Theatre Company](#) seeks an experienced, collaborative professional to join its senior leadership team. The Managing Director will work as a partner with the Co-Artistic/ Producing Director/Founder to implement the theatre's vision and business strategies. We are looking for an energetic leader to guide our board and staff team and generate the resources needed to achieve our vision.

The right candidate will thrive in an entrepreneurial environment and have a passion for contemporary theatre and the arts industry as a whole. He or she will also be detail-oriented, organized, resourceful and flexible, and will have a proven track record of effective fundraising and/or marketing, team building and collaboration with diverse partners.

Job Objectives: To meet Horizon's current and long-term needs by:

- Creating a collaborative, effective, positive team of staff, board members, volunteers and interns focused on goals
- Developing new and sustainable financial resources, including a future capital campaign for facility development
- Systemizing and maintaining smooth, efficient and effective theatre operations

Key Responsibilities:

- Work with the Co-Artistic/Producing Director and board to plan and implement organizational goals and priorities.
- Build and fortify an effective staff team (development, marketing, education, sales, and finance) to fulfill Horizon's mission and to facilitate the sustainable growth of its programming.
- Recruit and manage board members and advisory council members, engaging them in the life of the theatre and understanding and effectively utilizing their interests, skills and contacts. Build a board of directors with the resources, skills and contacts to meet Horizon's long-term goals.
- Serve as primary human resource manager for recruitment and retention of senior staff, board, volunteers and administrative interns
- Oversee and implement all efforts to recruit major gifts, managing staff and board in meeting short-term and long-term fundraising goals.
- Fortify existing relationships and build new, long-term relationships with major donors as well as corporate, foundation, and civic leaders.
- Oversee all marketing efforts, ensuring staff and board meet earned income and audience diversity goals.
- Manage day-to-day implementation of all marketing, fundraising and patron services.
- Develop and implement a new strategic plan for the next five years

- Systemize data collection methods and regularly analyze patron data to grow and diversify audiences and build life-time relationships with patrons.
- Attend community events to meet potential Horizon patrons, donors, sponsors, board members, and partners.
- Partner with Horizon's Co-Artistic and Producing Director/Founder to create and implement Horizon's facilities plan. Prior experience leading and working on capital campaigns a plus.
- Manage office technology and physical needs.
- Other duties as assigned.

Overall Responsibilities:

- Work with the Executive Artistic Director/CEO and board to define and implement organizational goals and priorities.
- In partnership with Executive Artistic Director/CEO on decisions involving staffing, organizational structure, business strategy and financial resources:
- Create, lead, and develop a collaborative team of staff, board, volunteers and interns to achieve the theatre's goals
- Recruit and manage board members, engaging them in the life of the theatre and understanding and effectively utilizing their interests, skills and contacts. Build a board of directors with the resources, skills and contacts to meet Horizon's long-term goals.
- Hire, coach, develop skills, manage the job performance, and ensure retention of administrative staff members, focusing on maximizing use of their core strengths and talents.
- Recruit, manage placement of, and oversee development of volunteers and administrative interns.
- Lead the theatre in developing the earned and contributed financial resources needed to achieve its long-term and short-term goals.
- Develop and manage a major gifts program to meet short-term and long-term needs
- Manage day-to-day marketing and fundraising efforts.
- Develop life-long relationships with patrons, walking them up the ladder of engagement.
- Maintain and increase the age/race/income diversity of the audience
- Lead the theatre in the development of, fundraising for and execution of capital projects, including renovations and new facilities.
- Coordinate the schedule, activities and needs of all the theatre's departments.
- Oversee continued systematization of Horizon operations, including developing written operational procedures for all areas.
- Systemize data collection methods and regularly analyze patron data to grow and diversify audiences and build life-time relationships with patrons
- Develop measures for the effectiveness of core activities and systemize method for gathering and utilizing the measures.
- Oversee technology needs.
- Develop and implement a new strategic plan for the next five years.

- Handle specific producing, financial management, technology, marketing, customer service, and development responsibilities as identified in partnership with the CEO. These will change as organizational staffing and priorities shift.
- Utilize Co-Artistic Director/Producing Director's expertise and knowledge of the organization and community to assist in solving problems, in defining or revising strategy and in identifying human and financial resources.
- Partner with Co-Artistic Director/Producing Director to communicate organizational vision and goals to stakeholders, including board, staff, artists, committees, major donors, and audiences.

Required Qualifications:

- Master's Degree or equivalent professional experience
- Deep professional experience in development/fundraising and marketing or related fields
- Past experience in and/or love of theatre (minimum 2 years in paid professional position).
- Position is NOT a fit for someone who is currently actively pursuing a career as a director, actor or designer.
- Commitment to anti-racism and a diverse, inclusive workplace
- Excellent written and verbal communication skills
- Proven record of successful marketing and achieving ticket sales goals and/or
- Proven record of cultivating and procuring major gifts and sponsorships.
- Proficiency in MS Office (Excel, Word, Outlook)

Required Abilities:

- Build effective and happy teams.
- Raise money.
- Guide and mentor staff.
- Build relationships.
- Work well in a busy, hectic, single room office environment.
- Comfortable with reasonable risk and an entrepreneurial approach to business.
- Prioritize among competing needs.
- Think and act strategically.
- Can take direction and give direction.
- Collaborate with diverse populations and across disciplines.
- Manage projects and people on time and on budget.
- Compatible with Horizon's founder and can work under her leadership.

Preferred Qualifications:

- Knowledge of the Metro Atlanta philanthropic community.
- Experience working in Quickbooks and Tessitura database software

Types of people who might thrive in this job:

- Theatre administrator with development/management/producing background who grew up in the South or near Atlanta who is interested in moving to Atlanta to be close to family and friends and/or to be in a warmer location.
- Mid-career theatre administrator (3-10 years of hands on experience in development/management outside of a school setting) who is interested in making his/her mark at a mid-size theatre as a stepping stone to a senior position in a LORT theatre.
- Business or non-profit professional who has proven success in fundraising/business development (either professionally or as a volunteer) and organization management, who is passionate about theatre, wants to make a difference in the city as a legacy and does not require a six figure salary.
- Development or marketing/sales professional with a passion for or background in theatre looking to move up to an Executive/Managing Director level position.
- Must be a team player. He/she should be able to work collaboratively and be willing to pitch in where needed.
- Must be a leader and strategic-minded person who can support the theatre's vision.

Small Regional Theater (Budget Unknown (>\$1 million) / 19 staff members

Role: Executive & Artistic Director

The City of Red Wing and the Sheldon Theatre Board of Directors seek a visionary leader to advance the Sheldon's mission to entertain, educate, and enlighten the community and its visitors through the transformative power of the performing arts.

Key Job Responsibilities

Artistic programming

The Director serves as the primary face of the organization representing the Sheldon locally, regionally and nationally, and serves as an advocate for arts and cultural programming. Using the artistic and strategic vision of the Sheldon Theatre, the director embodies the artistic vision by curating an annual presenting season that is consistent with community and city goals and the board's strategic priorities and mission. This includes setting the season schedule and negotiating artist contracts, as well as cultivation and maintenance of relationships with local and national performing artists and agents.

Financial oversight

The Director will actively pursue fundraising and resource development for the theater, including board and governance support, community funding partners, individual fundraising, and grant writing. Responsibilities include the preparation and administration of an annual operating budget and a capital improvement plan, as well as managing human and financial resources to accomplish Sheldon goals within the allocated budget. The Director reports to the Sheldon Board and the City of Red Wing regarding actual income/expenses as compared to budget on a monthly basis.

Organizational management

The Director, in conjunction with the Board, develops and implements short- and long-term planning and leads staff in all departments and core functions including programming, production, patron services, volunteer management and community relations. Responsibilities includes managing strategic and day-to-day communications, leading community relations efforts, including maintenance of close ties with community partners, and directing the development of an overall audience development plan, reaching revenue goals while maintaining current audiences and developing new ones.

Community leadership

The Director plays an integral role in the life of the Red Wing community, leading efforts to integrate the arts into everyday life, in alignment with both the Sheldon's mission and the goals of the City of Red Wing. Responsibilities include the development and maintenance of cooperative working relationships with a diverse group of constituents. The Director will work closely with artists, board members, City Council members, committee members, community

groups, staff, volunteers, and the public, being willing to receive feedback in a professional and diplomatic manner.

Government relations

The Sheldon is a valued department of the City, and the Director plays a role on City various boards, at meetings, conferences, legislative events, and other assigned public affairs, including attending City Council meetings as needed. S/he acts as staff liaison to boards and committee as required and oversees the Sheldon's contributions to fulfilling the goals of the City's strategic plan.

Ideal Attributes/Experience:

- Ten years of progressively responsible experience in presenting and in theater or auditorium management.
- Five years of supervisory experience.
- Bachelor's Degree in Arts, Theater, or Business Administration. Master's Degree is desired.
- In-depth practical knowledge of performing arts presenting
- Experience managing a public facility, including knowledge of historic facility maintenance and health/safety regulations
- Fundraising experience in annual, project, capital, and endowment programs.
- Experience in public relations, marketing and audience services
- Nonprofit financial management experience, ideally with a \$1M budget or higher
- Willingness to listen to comments and complaints of staff, volunteers, and community.
- Strong organizational, leadership and motivational skills, including persuasive written and oral communication
- Experience with box office ticketing software (ideally Choice CRM)
- Strong Microsoft Office Suite skills

Small Regional Theater (<\$1 million budget / 5 staff members)

Role: Producing Artistic Director

[Theater Alliance of Washington DC](#) is looking for a Producing Artistic Director to continue and build upon the legacy of developing, producing, and presenting socially-conscious, thought-provoking work that fully engages the community in active dialogue.

Position Summary:

The Producing Artistic Director (PAD) reports to the Board of Directors (BOD) and is responsible for:

- Setting and fulfilling the artistic and operational vision of the Company,
- Serving as the Company's primary fundraiser, and
- Representing and promoting the Company to external constituents at all levels.

The PAD also serves as the organization's Executive Director, the chief executive position in the organization. The PAD, along with the BOD, has direct responsibility to achieve the organization's mission to develop, produce, and present socially conscious, thought-provoking work that fully engages our community in active dialogue. As a catalyst for innovation and diversity, Theater Alliance is among DC's pre-eminent theater companies, one that consistently produces thought-provoking and socially pertinent work, uniting audiences of all backgrounds through the power of creative presentation and participation. Ultimately, the PAD is responsible for achieving these key objectives.

Essential Responsibilities:

Artistic & Production

- Select the season and programming;
- Direct, at minimum, one play each Season.
- Supervise and support outside directors who direct the other plays of the season;
- Supervise all productions of the company;
- Represent the Company at industry conferences, as approved by the BOD and the budget, such as TCG, NNPN, etc.;
- Scout for new scripts and talent;
- Staff all public performances and events, ensure successful post-show discussions.

Administrative

- Provide staffing support to the BOD in its oversight and governance role, recruitment of new members and other advisors, and to keep policies and procedures up to date;
- Participate in BOD meetings, coordinate and participate in strategic planning.

Financial Management and Human Resources

- Develop and oversee execution of the annual operating budget in cooperation with the BOD;
- Negotiate contracts;

- Supervise and manage staff, contractors, consultants, interns and volunteers in cooperation with the General Manager;
- Cultivate a working environment that promotes the development and retention of the highest
- quality Board, staff and artistic talent;
- Ensure company activities comply with applicable municipal and federal regulations.

Development

- Serve as the Company's primary fundraiser by cultivating individual, government, foundation and corporate donors, participating in grant and report-writing; maintaining strong funder relationships with funders;
- Ensure successful fundraising through annual appeals, marketing and collateral pieces and relationship development

Marketing & Consensus Organizing

- Cultivate strategic partnerships through public and grassroots appearances to promote the Company;
- Cultivate group and single ticket sales;
- Work with graphic designer and staff to develop visual identities for productions and marketing.

General Office (along with staff)

- Database management and administrative tasks like mailings and correspondence: input, maintenance, and reporting;
- Answer phones, check and return messages, and take ticket orders;
- Maintain office, lobby, theater, bathrooms, cleanliness, including taking out trash and recycling;
- Maintain communications and relationship with facility owner.

Additional Responsibilities

- Establish effective safety and security programs for staff, artists and audiences;
- Ensure the company provides equal opportunity in all activities regardless of race, sex, age, disability, national origin, religion, sexual orientation, or other protected characteristics.

Qualifications

- Experience leading theatrical production teams;
- Experience engaging in financial development activities
- Strong record of progressive theater experience and achievement;
- Demonstrated experience developing new theatrical works;
- Strong dedication to, networks and experience partnering with communities that are traditionally under-resourced and under represented.

Knowledge/Skills/Abilities

- Knowledge of the regional and national artistic communities;
- Excellent time management skills;
- Strong communication skills – both oral and written;

- Strong financial accounting and management skills including budgeting;
- Strong strategic and analytical skills, with the ability to interpret information quickly and accurately and to implement directives;
- Considerable knowledge of casting agents, actors, designers and directors in Washington DC ;
- Extensive knowledge of theatrical union contracts (Actors Equity Association, Society of Directors and Choreographers, American Federation of Musicians, United Scenic Artists);
- Experience engaging community partner reflecting a diaspora of orientations and worldviews.

Mid-Sized Opera (\$10 million budget / 30 person staff)

Role: Director of Artistic Administration

The Director of Artistic Administration is responsible and accountable for all aspects of artistic administration at [Opera Theatre of St. Louis](#). The Director is a central source of artistic information, advancing, implementing, and facilitating artistic plans with the General Director, Artistic Director, Artistic Director of Young Artist Programs, and artists and their representatives. The Director is a member of Opera Theatre's management team; oversees the artistic department and staff; and is the primary contact in all matters relating to the Company's creative and performing artists.

Responsibilities

Partnering with the General Director and the Artistic Director, the Director of Artistic Administration:

- Plans and produces all artistic activities, including the spring festival season; commissions; concerts; the artistic aspects of education and community programs; and all special event and initiatives.
- Oversees the engagement of all creative and performing artists from the initial auditions and/or interviews, to negotiating contracts, through rehearsals and performances. In collaboration with the General Director and the artistic leadership, the Director has administrative responsibility for casting and engaging singers, conductors, and designers as well as contracting of music staff, principal artists, stage management, dancers, and chorus.
- Serves as the Company's principal talent scout, keeping abreast of emerging talent and partnering with the Artistic Director of Young Artist Programs to identify potential participants. Oversees the contracting of all performing artists and stage managers; leads negotiations with artistic unions; and serves as the Company's primary liaison with the St. Louis Symphony, negotiating and overseeing the execution of all agreements with the Orchestra.
- Ensures that the Artistic Director and Artistic Director of Young Artist Programs have appropriate management and administrative support. The Director fosters a safe and positive environment that supports creativity and allows performing artists to do their best work.
- Supervises a high caliber team that includes the Manager of Artistic Operations, the Artistic Coordinator, and the music staff.
- Provides the administrative leadership and management to realize Opera Theatre's vision and fulfill the Company's mission to shape the future of opera and to connect diverse audiences through its power and beauty.

Candidate Profile

- Highly skilled manager of people and projects who has a thorough working knowledge of the operatic voice, artists, and repertoire and a passion for connecting opera with the widest possible audience.
- Ability to assess the working potential of stage directors, conductors, designers, singers, dancers, coach accompanists, stage managers, and instrumentalists.
- Knowledgeable about the business of music, including budgeting, contracts, negotiations, performance rights, and media agreements.
- Successful experience working in a professional or collegiate performing arts environment and a thorough understanding of the trends, challenges, and opportunities facing all arts organizations and opera companies in particular in the current environment.
- Guided by a deep personal commitment to equity, diversity, and inclusion and creating a workplace where those principles are reflected on the stage, behind the stage, and in the offices.
- Ability to work collaboratively with colleagues in all areas of artistic operations and across all administrative departments as well, serving as a resource for patron development and education programs. Superb communication skills. Excellent supervisory skills and the willingness to mentor and develop both permanent and seasonal staff.
- Deep respect for artists and the creative process. Proven ability to develop and maintain an environment that helps young singers to develop their artistry in a nurturing and supportive environment and allows all artists to do their best work.
- Positive, optimistic, and persistent. They will be a person of integrity and high ethical standards. They will have superb organizational skills and the ability to balance multiple priorities and competing deadlines with efficiency, grace, and good humor.

Large Dance Company (\$22 million / 319-person staff)

Role: General Manager

The GM supervises and directs daily operations for [Alvin Ailey American Dance Theater](#) and Ailey II. The GM will work with Artistic Director Robert Battle, and in conjunction with Ailey II Artistic Director Troy Powell, to realize their artistic vision on stages and in communities throughout the world, and with Executive Director Bennett Rink to develop the business plans and budget goals that will ensure the continued success of both companies. The GM is responsible for planning all aspects of the Companies' self-produced engagements in New York and Atlanta, and for managing the negotiations and relationships with presenters in markets across the U.S. and internationally. The GM reviews and approves the annual budgets for both companies and ensures that the business goals are realized. The GM will supervise a highly skilled team of production and business professionals and strive to create a culture of comradery and collaboration amongst the production department and the dancers, choreographers and other creative artists who work with AAADT and Ailey II.

Essential Responsibilities

- Liaise with Artistic Directors to ensure artistic vision is achieved, including the development and well-being of dancers, and the planning of repertory and special programs
- With the production team, plan annual operating budgets including budgets for touring, creation of new works, and capital expenditures, and maintain budgets to ensure that targets are being met.
- Supervise technical crew, stage and company management.
- Work with outside booking agencies to plan tours and negotiate desirable contract terms.
- Manage relationships and contracts with all venues, presenters, choreographers, designers, dancers, and technical crew.
- Negotiate Fees and Royalty agreements for all new works, including choreographers, designers and music licensing and rights
- Manage presenter settlements as well as reconciliation of box office revenues for self produced engagements
- Maintain communication with and between Artistic, dancers, administrative and technical staff as necessary
- In coordination with the Technical Director and Production Stage Manager, plan the production elements of new and existing works.
- Oversee and approve touring itineraries, rehearsal and technical schedules, including production schedules for creation of new works, coordinating with other departments as necessary.
- Work with the Technical Director to approve all venues.
- Work with Technical Director to oversee warehouse operations.
- Work with the Company Manager to approve all hotels and means of travel.
- Oversee special projects involving dancers and crew, including film and media ventures.

- Handle all internal relations, including union matters, dancer/crew personnel issues, coordinating performance reviews on behalf of the Artistic Directors.
- Participate in negotiations with AGMA, the dancers' union, for periodic Collective Bargaining Agreements and ensure that Company operations are in compliance.
- Work collaboratively with other departments and creative divisions at Ailey, including The Ailey School, Ailey Arts in Education and Community Programs, and the Ailey Extension.
- Attend Board meetings and make presentations as assigned by Executive Director.

Qualifications & Experience

- A minimum of 10 years of significant leadership experience in the field, specifically in managing the operations of a touring performing arts entity.
- Demonstrable success in working with artists to deliver performances of the highest artistic standards.
- Team-oriented, collaborative spirit with exceptional interpersonal skills and the ability to forge strong relationships with internal and external stakeholders;
- Appreciation and understanding of the performing arts, particularly dance;
- Strategic, analytical and detail-oriented;
- Strong motivational and communication skills;
- Commitment to travel as necessary to meet tour operations and maintain presenter relationships.