

Center for the Arts, Murfreesboro, TN

Executive Director, Recruiting Announcement and Position Description

ORGANIZATION: Center for the Arts, Murfreesboro, TN

POSITION: Executive Director

REPORTS TO: Board of Directors

LOCATION: 110W. College Street, Murfreesboro, TN

WEBSITE: www.boroarts.org

TARGET START DATE: September 2015

LAST DAY TO APPLY: June 30, 2015

BACKGROUND

The Rutherford County Tennessee, Center For The Arts promotes artistic creativity, education in the arts and theatrical presentations building a foundation for a vibrant cultural community. It is owned and administered by Center For The Arts, Inc., a 501(c)(3) not-for-profit corporation.

For twenty years the Center has presented or hosted theater productions, art exhibits, concerts, and private gatherings. Apart from presenting educational programs for children and young adults, The Center produces a 10-12 show annual community theater season.

The Center for the Arts is located in the heart of Historic Downtown Murfreesboro in a building designed in 1909 by John Knox Taylor. It contains a 125 seat proscenium

theater, an art gallery, a rehearsal/dance studio, as well as production and administrative spaces.

PRIORITIES AND ONGOING RESPONSIBILITIES

Reporting to the Board of Directors, the Executive Director is the “face” of the Center for the Arts. The Executive Director is responsible for implementing and enhancing the organization’s strategic goals, leading and sustaining fundraising initiatives, developing and administering program activities and leadership of day-to-day operation of the Center. The individual selected must be bold and creative in enhancing the Center’s image as a vibrant community and area arts center.

Much of the Executive Director’s time will be spent in the community creating and growing the Center’s image with a variety of constituents. These may include community leaders, donors (individual and corporate), artists and other directors of area artistic/cultural organizations.

SPECIFIC RESPONSIBILITIES

The Executive Director will participate in strategic planning and the evolution of existing and new programs. He/she will be creative and willing to work closely with the existing Board and new Board candidates to enhance the mission of the Center, its programs and development efforts.

The Executive Director is expected to lead and delegate to staff responsibility for successful management of daily affairs of the Center.

The Executive Director will be responsible for overseeing the assets and financial affairs of the Center, ensuring expenditures are in line with the Center’s resources and achieve an appropriate balance between revenue generation and fundraising.

The Executive Director will assist the Board to attract, recruit and engage a strong, stable and committed Board of Directors and provide training to the Board as necessary. Assist the Board in developing and implementing Board policies and in maintaining appropriate provisions for expansion and succession.

The Executive Director is expected to lead and strengthen fundraising endeavors utilizing local, regional and national resources. Development is a primary responsibility of the Director.

The Executive Director is the face of the Center. He/she will be the leader in developing and promoting the Center as a brand. This includes making critical programming decisions, creating and executing a comprehensive marketing plan and successfully establishing the Center as a recognized leader of artistic endeavor in the region.

The Executive Director assesses market trends and actively cultivates maximum utilization of the facility throughout the community as a center of cultural, educational and artistic activities.

The Executive Director exercises ultimate responsibility for Center offerings and artistic programming. He/she will insure that programs address community needs. He/she will seek to expand the Center's educational and artistic goals.

QUALIFICATIONS

The Executive Director will have excellent communication skills and will develop and maintain regular and frequent communication with the Board. He/she will also possess a passion and ability for developing and maintaining long-term relationships that will enhance the financial, artistic and educational goals of the Center.

Specifics:

- a solid track record of seeing projects through to successful completion
- successful track record of theatrical production
- proven fundraising and grant writing experience
- an entrepreneurial spirit; specifically, vision coupled with motivation and execution
- a strategic thinker with an innovative style, and a willingness to try new strategies
- the ability to think like a business (for profit) person, while working with non-business (not for profit) people and volunteers. Possessing business acumen with financial responsibility is vital.
- a successful track record of leadership in a not-for profit organization
- skilled at using leadership and delegation, combined with a personal and inclusive management style, to build the Center's base of volunteer support and optimize staff resources.
- a willingness to live in Rutherford County and to participate actively in the Center's lively schedule of activities and events weekdays, evenings and weekends
- an undergraduates degree is required; an advanced degree (MBA, MFA, etc.) is desirable. Experience may be factored in lieu of degree.

COMPENSATION

Compensation is highly competitive.

CONTACT

Please send your resume or direct any inquiries to:

Phil Barnett
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110 W. College Street
Murfreesboro, TN 37130

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615 785-0799

JOB DISCRIPTION

EXECUTIVE DIRECTOR – CENTER FOR THE ARTS

General Description: The Executive Director is responsible for the day to day operations of the Center for the Arts. This includes budget development, staff supervision, fund raising, community awareness, public educations, marketing and program development to further the mission of the Center in the community.

Reports to: Board of Directors

Positions Supervised: All full and part-time staff, volunteer staff and independent contractors.

Responsibilities: Oversee all aspects of the Center (fundraising, theatrical productions, art gallery exhibits, facility maintenance and upkeep, day to day operations)

Specific Duties:

- **Operations**
 - Develop and manage annual budget in assistance with accountant to assure that all financial goals are attained.
 - Develop and monitor an annual business plan for CFTA for review and approval by the Board at its November meeting.
 - Create and implement annual marketing plan including public relations, fund raising and community awareness of the Center and its activities.
 - Prepare and present reports to the Board at its meetings.
 - Provide oversight of development and management of volunteer base to support the Center's activities.
 - Assure that the Center is operated using sound business principles; maintain accurate records and documentation on all business matters.
- **Marketing/Development**
 - Lead fundraising efforts to cultivate sponsors for all productions, events, and camps as well as operations.
 - Work with marketing/development coordinator to obtain funding through grants, sponsorships, and foundations/corporate/private donations.
 - Be the face of the Center – Attend community functions to promote awareness of CFTA and to obtain support and partnerships
 - Oversee all aspects of the annual Bash fundraiser to assure the highest financial outcome as possible. Assist and/or initiate additional fundraisers as necessary.
- **Theatrical Productions/Gallery Exhibits**
 - Develop season selection committee and chair committee to assure that productions are chosen that will derive the best audience response, therefore producing the greatest revenue possible.

- Select directors for all productions
- Conduct pre & post production meetings with directors
- Help find production staff as needed
- Oversee productions to insure quality performances and budget
- Deal with interpersonal issues pertaining to staff, cast members, parents, production staff member, and patrons
- Provide oversight of gallery exhibit schedule.
- **Staff**
 - Work closely with office manager to insure proper office procedures are being observed
 - Assure that all staff receives an annual performance review that includes an assessment of strengths and weaknesses and goals for improvement and/or new assignments.
 - Work with accountant to insure proper accounting procedures
- **Facility**
 - Meet with contractors to negotiate contracts for cleaning and maintenance
 - Communicate with production staff to insure proper procedures are adhered to during production strike.
 - Work with volunteer coordinator to schedule clean-up days
 - Routinely inspect facility (lights, ceilings, paint, carpets, exit lights, porch lights)
- **Education**
 - Select after school and summer camp directors
 - Meet with camp directors to insure a creative, productive, and exciting program
 - Develop new educational programs
- **Other Duties**
 - Serve as an ex-officio member of all Board committees to guarantee that every aspect of the Center's activities are planned, executed and evaluated according to the annual business plan. Make recommendations to the Board for revisions or changes to the plan as needed.
 - Maintain open communication with the Board and its members on issues pertaining to implementing the policies set by Board.
 - Other duties as assigned.