



JOB POSTING (May 2024)

FORT WAYNE YOUTHEATRE EXECUTIVE DIRECTOR

BACKGROUND INFORMATION:

As the fifth oldest active children's theatre in the nation, Youtheatre is dedicated to its mission to "educate, engage and entertain" through quality theatrical experiences. For over three quarters of a century, Fort Wayne Youtheatre has produced classes, camps and theatrical productions for the artists and audiences of northeast Indiana. Recent productions include *Frozen Jr.*, *A Midsummer Night's Dream* and *Jeremy Thatcher, Dragon Hatcher*. Our touring "Youtheatre-On-The-Go" troupe takes literature-based shows into the community, performing in hospitals, libraries, community centers and more. In 2018, our Linda L. Ruffalo Young Heroes of Conscience Series, which has spotlighted the likes of Anne Frank, Ryan White, Harriet Tubman and Ruby Bridges, won the "Mayor's Arts Award."

POSITION DESCRIPTION: This position is responsible for overseeing and coordinating all activities and all programming of the Fort Wayne Youtheatre in order to carry out the organization's mission, goals and objectives. This includes but is not limited to working with the Board of Directors and Associate Director on program and service delivery, public relations and marketing, administration, finances, short- and long-term planning, grant writing, fundraising and staff management.

SUPERVISORY RESPONSIBILITIES: Supervise all Youtheatre staff (2-3 full-time and 7-10 part-time contract staff) and volunteers. Carry out all supervisory activities in accordance with the Youtheatre's policies, procedures and applicable laws.

LANGUAGE SKILLS: Ability to read, analyze and interpret complex professional journals, financial reports, legal documents, government regulations, instructions, policy and procedure manuals and business and professional letters. Ability to respond thoroughly and constructively to inquiries or complaints from customers, regulatory agencies, elected officials, media and/or members of the business community. Ability to write speeches, articles, reports, proposals, grants and letters that are complete, accurate and conform to prescribed style and format and communicate effectively with targeted readers. Excellent written English spelling, grammar and organization skills required. Excellent public speaking skills and ability to present verbal information to public groups, government employees, elected officials, media representatives and boards of directors.

EDUCATION AND EXPERIENCE: Requires a minimum of five years of direct experience in theatre as a paid staff member. Must have experience managing and directing theatrical productions. Required experience in working with children and

managing and supervising staff. Experience in fundraising/development required. Must have experience with Microsoft products and ability to use databases. Bachelor's degree and experience working with a Board of Directors is preferred. Ability to develop and monitor annual budgets is strongly recommended.

INTERPERSONAL SKILLS: Ability to work cooperatively, effectively and efficiently with volunteers, organization board members, staff members, organization management and the general public. Ability to work independently, maintain positive working relationships and function consistently as a leader of the Youtheatre's staff team.

PHYSICAL DEMANDS: While performing the essential functions of this job, the employee is required to regularly talk and hear to communicate; frequently sit, stand, and walk and lift and/or move equipment, sets and props associated with theater productions.

EQUIPMENT OPERATION REQUIREMENTS: Ability to independently operate or learn to independently operate Youtheatre office equipment (such as computers, fax and copy machines), computer network, and software in order to perform job-related duties and assignments.

TRAVEL REQUIREMENTS: Ability to travel independently as required by the position.

WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is moderate to loud (during performances).

WORK SCHEDULE: Must be available for work during regularly scheduled business hours. Must be available evenings and weekends as work demands require.

SALARY: \$48,000-53,000, depending on experience. Exempt position. Benefits included.

All interested candidates should submit a statement of interest/cover letter, resume, references and portfolio examples to Erin Lowden, Board Chair, Lowden07@gmail.com. Review of applications will begin May 31, 2024 and will stay open until filled.

The Fort Wayne Youtheatre is an affirmative action, equal employment opportunity employer and is committed to making reasonable accommodations needed by qualified individuals with disabling conditions that enable them to perform the essential functions of the position.