

INTIMAN Theatre

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Intiman Theatre produces theatre that is relevant to our time, and as diverse as the community in which we live.

Title: Executive Director

Department: Executive Leadership

Supervisor: President, Board of Trustees

Classification: Full Time Exempt

Supervises: Business Office, Communications Manager, Development Manager, and Operations Manager

Status: *Open*

With a focus on telling diverse American stories that tackle issues of inequity, Intiman is nationally known for a commitment to excellence, a flexible producing model, and an emphasis social justice, education and community building that works to break down barriers to access for audiences and artists alike. Intiman is in a strong financial position with a dedicated donor base and committed audience. This is an exciting time to join this strong and growing team.

Intiman Theatre seeks an Executive Director to join the growing team. This position joins the Artistic Director and Board President as one of three key partners in leading the institution, working together to nurture the artistic vitality, financial sustainability, and core values of the organization. The Executive Director leads all of the theatre's administrative functions, and is responsible for and oversees finance, fundraising, marketing/communications, operations, human resources, and facilities/occupancy.

Responsibilities include, but are not limited to:

Executive Management Functions

- Maintain and facilitate regular, open, and honest communication with the Board President and Artistic Director regarding every aspect of the organization
- Supervise staff, set goals, and evaluate performance based on organizations strategic plan
- Represent the organization locally and nationally in coordination with Artistic Director
- Ensure the organization meets all legal obligations and operates with the highest ethical standards
- Engage with all Board of Trustees committees to ensure good communication, common purpose, and accomplishment of strategic goals

Financial Management Functions

- Manage Operations, including all financial affairs, budgeting and reporting
- Manage the annual audit process and filing of appropriate tax reports

- Work with organizational leadership to develop the annual Operating Budget and Budget Narrative in accordance with strategic goals and objectives
- Recommend to the Board of Trustees' Finance Committee appropriate strategies for long-term financial management, investment policies, and capital funds
- Remain knowledgeable about state and local taxes and tax exemptions to minimize risk
- With board Finance Committee, develop financial policies. With staff, implement the necessary procedures to implement these policies
- Oversee the retirement of debt and keep the Board of Trustees informed about progress
- Remain knowledgeable about not-for-profit reporting and financial management requirements and trends, and incorporate improved procedures when appropriate

Development and Communications Functions

- Work with the Development Manager to develop and execute fundraising plans in support of strategic goals and annual operations
- Build relationships with key donors and prospective supporters
- Work closely with Board of Trustees and staff to maximize fundraising success
- Work with Marketing Manager to ensure that marketing and communications plans achieve the organization's strategic and operating goals
- Work with Board of Trustees to ensure that communications align with the organization's values, goals, and standards

Facilities Management, Human Resources, and Employee Benefits Functions

- Manage the organization's facilities requirements
- Move the organization forward with its commitment to diversity, equity, and inclusion
- Oversee staff hiring process and ensure conformity with the compensation structure of the organization
- Facilitate and lead annual staff evaluation processes
- Keep the Board of Trustees informed on any human resources issues
- Manage the employee benefit program
- Maintain and update all policies and procedures in the Employee Handbook

Artistic & Production Functions

- Collaborate with Artistic Director on season planning, maintaining strong working relationships with artists and agents and long range planning including resource development.
- Draft license, co-production, and presentation agreements
- Negotiate with agents, theatres, and other parties to secure the most favorable overall agreements for the organization

Qualifications

- Strong commitment to advancing social equity
- Business or Nonprofit Management degree preferred, or 5+ years of equivalent work experience. Experience in arts organization preferred. Experience working with a Board of Trustees preferred
- Excellent organization and time management skills
- Excellent written and oral communication skills, comfortable with public speaking and major donor solicitation
- Knowledge of Quickbooks or comparable accounting software

- Strong computer skills, including functional knowledge of popular word-processing and spreadsheet applications
- Familiarity with popular social media platforms preferred

Expectations:

- Ability to identify and communicate issues and concerns before they become problems
- Positive attitude
- Willing to think outside of the box
- Ability to participate as a member of a team and support others to accomplish goals
- Attend Board of Trustees meetings, opening nights, cultivation and fundraising events, and other functions as requested

Compensation:

- Salary: \$80,000
- Position is full-time (40 hours/week, non exempt)
- Must have ability to work flexible hours, including occasional evenings and weekends, as needed.
- Benefits package includes medical and dental insurance and subsidized bus pass. Generous vacation, sick leave, and holidays.

To apply, please send cover letter, resume, and three references to Kevin Malgesini, President Board of Trustees, at board@intiman.org by December 1, 2016.

Intiman Theatre is an equal opportunity employer, and individuals of all cultural backgrounds and abilities are welcome and encouraged to apply for all positions.