



124 Elizabeth Street, New Braunfels TX 78130 830/837-6172

March 20, 2023

Circle Arts Theatre, a 501(c)3 non-profit theatre organization, seeks the following:

EXECUTIVE DIRECTOR CIRCLE ARTS THEATRE

The Executive Director is responsible for the leadership and management of Circle Arts Theatre to include strategic planning and goal setting. This individual is responsible for meeting the objectives regarding the organization's mission and strategic plan. The Executive Director must be an excellent communicator and be able to coordinate a professional community of diverse constituents. The Executive Director needs to be able to mediate conflicting ideas. The Executive Director is responsible for fund and budget development and oversees duties of all staff and volunteers, including annual evaluations of all paid staff. This individual must be someone who can inspire the staff, patrons, and local community. Position is year-round, salaried, and exempt.

REQUIREMENTS

Due to the educational aspects of Circle Arts Theatre and interaction with interns, apprentices, actors and volunteers of a minor age, and K.I.D.s/Inner Circle participants, the Executive Director will be required to successfully pass a background check. The Executive Director will be required to work flexible hours where necessary.

QUALIFICATIONS

- Demonstrated experience in managing day-to-day operations
- Excellent written/oral communication skills and diplomacy
- Demonstrated success in securing major and annual monetary gifts and major gifts from individuals; and in meeting annual fund goals, development management, grant writing, sponsorships, and special events
- Demonstrated track record with respect to detail orientation and accuracy
- Computer literacy
- Ability to work in a hands-on environment with limited resources
- University degree in relevant discipline or relevant work experience
- Strong entrepreneurial self-starter attitude
- Ability to gain the respect and support of various constituencies, including board and staff, donors, and community leaders
- Familiarity with theatre operations and/or 501(c)3 corporations a plus
- Ability to work under pressure and within tight timetables, with occasional extended business hours

(cont'd)

PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform those functions.

- Ability to articulate and communicate clearly and precisely when giving direction or interacting with staff, visiting artists, volunteers, students, apprentices, vendors, patrons, and the general public.
- Ability to manage stress, multiple tasks, deadlines, interruptions, and multiple priorities, and to work cooperatively while maintaining a pleasant, professional demeanor

REPORTS TO: Board of Directors

SUPERVISES: All Staff and Volunteers in collaboration with the Artistic Director

CLASSIFICATION: Salary \$32-36K + Incentives, Exempt

This description is not intended to be a complete statement of job content, rather to act as a guide to the essential functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Board of Directors retains the discretion to add or change the duties of the position at any time. Individuals who work at Circle Arts Theatre are "at will" employees. A more complete explanation of Circle Arts Theatre's procedures is described in the Policies and Procedures document associated with the By-Laws of the theatre.

PLEASE EMAIL YOUR RESUME, COVER LETTER, AND THREE PROFESSIONAL REFERENCES TO: HRCircleArts@gmail.com