



Executive Director Job Description

Our Company

Founded in 1999, Congo Square aimed to establish a theatre ensemble embodying artistic excellence within the American theater scene. Now comprising seventeen members, we proudly stand as a premier African-American theatre group. Notable achievements include our production of August Wilson's *Seven Guitars*, which swept the 2005 Joseph Jefferson Awards, marking Congo Square as the first African American theatre company to receive such recognition. Additionally, the establishment of The August Wilson New Play Initiative in 2005 has provided a platform for emerging African American playwrights, resulting in acclaimed works like *Stick Fly* by Lydia Diamond and *Deep Azure* by Chadwick Boseman. By nurturing this initiative, Congo Square remains at the forefront of fostering the next generation of American playwrights.

The Opportunity

Congo Square Theatre is seeking a dynamic and visionary Executive Director (E. D.) to join our itinerant theater company, serving as the counterpart to our Artistic Director. The ideal candidate will bring strong leadership, strategic thinking, and operational expertise to drive the organization's overall success. This role requires a passion for the performing arts, exceptional organizational skills, and the ability to navigate the unique challenges of itinerant productions and complex stakeholders.

This is an exciting opportunity for an experienced, collaborative, and values-driven leader -- dedicated to producing transformative work rooted in the African Diaspora.

A committed Board of Directors will govern and remain actively involved in the theater's activities. The Executive Director (E.D.), possessing capability, reliability, and initiative, will oversee daily operations. Collaborating closely with the Board and the core team, the E.D. will manage the team, foster a cohesive and productive culture, establish necessary operational infrastructure, and drive forward the theater's mission, programmatic goals, and partnerships.

Reports to: CST Board of Directors and works closely with the Artistic Director and Ensemble.

Based: Chicago, Illinois- working in close partnership with the team, this is a hybrid position; there will be occasional travel.

Qualifications, Skills, Knowledge and Leadership Characteristics

- The Executive Director should have excellent oral and written communication skills, appropriate technology skills, a collaborative style of management, knowledge of administrative and fiscal management, good business protocol, professionalism, be able to balance several projects at once, and make use of flexible working conditions.

Key Responsibilities

- Visionary Leadership
 - Provide leadership in the planning, execution, and evaluation of artistic and operational initiatives.
- Resource Development
 - Lead fundraising efforts in collaboration with the Board of Directors, Artistic Director and development team, including individual giving, corporate sponsorships, grants, and special events.
- Strategic Partnership
 - Collaborate closely with the Artistic Director to integrate artistic and operational goals, ensuring a cohesive approach to programming, productions, and organizational development.
- Operational Oversight
 - Provide strategic direction and oversight to the Operations , ensuring the smooth functioning of day-to-day operations and the effective implementation of organizational initiatives.
- Financial Management
 - Oversee the development and management of the annual budget in collaboration with the Artistic Director, finance team and the Board of Directors.
- Board Relations
 - Work closely with the Board of Directors to provide strategic guidance, facilitate decision-making, and ensure effective governance.
- Community Engagement
 - Serve as a visible and influential advocate for the organization within the local community and the broader arts ecosystem.

Education

- Bachelor's Degree in Management, Liberal Arts preferred
- 10+ years of non-profit management experience in an operational environment

Compensation & Benefits

- Status: Full Time (40hrs/wk)
- **Salary Range: \$85,000-95,000 commensurate with experience**
- Benefits: 2 weeks PTO, Company-wide blackout dates in July (1 week) and December (1 week between Christmas and New Year), Juneteenth and all bank holidays off, health insurance reimbursement stipend (max \$5,300 annually), \$100 monthly technology stipend, Company Computer, 401(k) with 4% match, expense reimbursement (for approved company expenses).

Interested candidates, please submit a cover letter and resume to admin@congosquaretheatre.org.

This position is classified as exempt under the Fair Labor Standards Act (FLSA), indicating that the incumbent is exempt from overtime pay provisions. As an exempt employee, the individual in this role is expected to work the necessary hours to fulfill the responsibilities assigned, including additional hours beyond the standard workweek when required. Exempt employees are valued for their contributions and dedication to the organization's goals, and compensation is determined on a salary basis, irrespective of the actual hours worked. This classification is reflective of the professional nature of the position, acknowledging the autonomy and responsibility inherent in the role. Exempt employees may be eligible for additional benefits, as outlined in the organization's policies and procedures.

We are proud to be an Equal Opportunity Employer. Candidates of all backgrounds are encouraged to apply. We are committed to the principle of equal employment opportunity and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on merit, needs, individual qualifications, and job requirements, without regard to race, color, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, or genetic information, family or parental status, or any other status protected by law.