

Position Title: Director of Performing Arts Ministry

Reports to: Pastor/Head of Staff

Classification: Exempt/Program Staff

Reviewed/Approved: June 2, 2024

I. ACCOUNTABILITY

The Director of Performing Arts Ministry is accountable to the Session through the Personnel/Administration Committee and reports to the Pastor/Head of Staff.

II. GENERAL DESCRIPTION

The Director of Performing Arts Ministry provides leadership to First Presbyterian Theater and the church's performing arts ministry, encouraging congregational participation and community through the performing arts. The Director will work to weave the performing arts into the life of the church and community.

II. RESPONSIBILITIES

A. Artistic Leadership

1. Produce and manage annual theater season with a variety of productions.
2. Building on First Presbyterian Theater's 50+ year history, expand its vision and purpose so that it is fresh, current and relevant.
3. Direct at least one show in the theater season.
4. Hire guest artists (directors/musicians/designers/etc.) within the prescribed budget.
5. Collaborate with the Performing Arts Advisory Team (PAAT) to research and present to the Session for approval plays/musicals that help establish the First Presbyterian Church as an inclusive cultural center.
6. Supervise the casting of each show.
7. Supervise the recruitment of volunteers by the Production Manager (tech people, running crew, front-of-house, concessions.)
8. Supervising the Production Manager, ensure that all production elements are completed for each show (sets, lights, sound, props, costumes, etc.).

B. Financial and Operational Management

1. Develop an annual budget for the theater for Session approval.
2. Lead fundraising activities: develop and maintain relationships with donors and secure funding to support and sustain the theater, including grant opportunities.
3. Collaborate with PAAT to identify, solicit, and secure funding from businesses and corporate and private sponsors, including Playbill ads.

4. Work with the Property Manager to oversee planning and implementation of capital expenditures and facility improvements that will increase annual revenue.
5. Confer with the Church Administrator on theater rentals and contracts.
6. Supervise the Production Manager for the theater.

C. Church and Community Relations

1. Link with organizations, people, and resources beyond the congregation that are interested in the performing arts to develop programs that inspire, nurture and challenge.
2. Continually learn about the people in the congregation and community in order to plan programs appropriate to their needs.
3. Collaborate with the Director of Music Ministries and Organist in designing and producing multi-disciplinary programs.
4. Work with the Director of Community Engagement and Marketing to enhance First Presbyterian Church's cultural footprint and inclusive influence in the arts and the downtown community.
5. Explore creative uses of the theater and collaborate with outside organizations.

D. Expand the current performing arts program to include a broad expression of the arts throughout the church.

1. Collaborate with the pastoral staff to incorporate the arts into worship.
2. With the Associate Pastor, plan and execute a Music, Arts, Dance and Drama Camp for children.
3. Support the work of the Day School, church staff, and other ministries as it relates to the Performing Arts.

E. Develop a proposal for an Artist in Residence program, to be approved by Session, which will seek to expand and augment the Fine and Performing Arts ministry at First Presbyterian Church.

1. Work with appropriate staff and volunteers to develop criteria by which artists are selected.
2. Develop an annual budget for the residency.
3. Recruit applicants and a selection committee.

IV. PERSONAL QUALITIES

- A. Moral integrity, spiritually centered, inclusive, and patient.
- B. Appreciation and support of the theological beliefs of the Presbyterian Church (USA) and the First Presbyterian Church Personnel Policy and Statement of Inclusiveness.

- C. Strong interpersonal skills including openness, and confidence in ability to relate to and welcome people of all types and views with warmth, humor, and compassion.
- D. Flexibility, creativity, and a desire to grow and invigorate the Performing Arts ministry.
- E. An ability to integrate the traditions and Christian theology with the arts. The Director needs to have a mature understanding of the role the dramatic arts can and might play in the overall ministries of First Presbyterian Church.
- F. Art within a church is the most integrated when it reflects the nature and particularity of that church. In order for the Director to be able to know the nature of the church, commitment to and participation in the activities of First Presbyterian Church are key for the Director.
- G. A vision and a passion for art within the church. This quality is distinct from a passion for art. Performing Arts in a church and art in other art-world spaces are different. Especially as the Director will be leading the church in this area, the Director should have a personal passion and vision to see these two things brought together (rather than only an interest in the arts).

V. QUALIFICATIONS

- A. Bachelor of Fine Arts or Arts Administration, or equivalent degree. A degree in Religious Studies, theology, or the equivalent is desirable.
- B. Minimum 5 years of art-related experience including theater direction.
- C. Ability to produce and/or direct theater productions.
- D. Ability and experience in developing and managing a budget for a fine arts programs.
- E. Experience with all current electronic/computer hardware, programs and software, including lighting and sound board, related to this position.