Theatrikos Theatre Company

Seeks

Executive Director

**Theatrikos Theatre Company**

Theatrikos (www.theatrikos.com), established in 1972, the largest locally produced theatre in Northern Arizona, produces award winning shows in the spirit of Broadway; *12 Angry Jurors, Steel Magnolias, Nunsense, Miracle on 34th Street, A Christmas Carol, The Play That Goes Wrong* and more. Additionally, the theatre produces smaller scale cutting-edge Studio Series, TheatriKids educational performance workshops, kids theatre camps, Downtown Films and other events. There are eight part-time staff and approximately 200 volunteers who work to bring the highest quality, financially sustainable theatre to Northern Arizona. Despite the pandemic, Theatrikos has successfully balanced the budget each of the last five years—while not laying off any staff. But like almost all theatres, although we are increasing audience and definitely headed in the right direction, we are still not yet back to pre-pandemic occupancy.

**Executive Director Job Description**

Executive Director (ED) of Theatrikos Theatre Company shall demonstrate a keen understanding of the theatre industry and passion for the organization and a constant and proactive willingness to help in any way that moves the theatre forward. The ED shall have knowledge of all aspects of the theatre’s workings, set the tone for the organization, communicate clearly, and work to build and maintain positive relationships with the greater Flagstaff community and all theatre volunteers—creating a culture that is welcoming to all. As the sole person reporting directly to the board of directors, the ED shall be a leader who assists the Board of Directors in creating and attaining set goals for the organization and who knows when to seek expert assistance. Lead a team of staff and volunteers, cast and crew, in producing excellent, financially sustainable theatre for Flagstaff and the surrounding communities.

Primary responsibilities include but are not limited to:

**A) Leadership**

Following best practices in the theatre industry, ED shall provide leadership and direction to all staff and volunteers, ensuring adherence to policies and procedures and facilitating communication between the various parts of the organization. Working alongside the Board, the ED shall take an active role in adherence to and the development of the Strategic Plan, which includes strategies, tactics, and measurable short and long-term goals. It is the responsibility of the ED to ensure that the Strategic Plan is followed.

**B) Financial Management**

The Executive Director is responsible for the financial management of the organization and reporting this information to Board of Directors. Duties include:

* Develop and monitor the annual operating budget.
* Manage bookkeeping, including payroll, cash flow, accounts payable, banking, reimbursements, tax filings, and record keeping.
* Direct the accounting for income and expenditures.
* Maintain monthly, quarterly, and yearly financial reporting schedules. Coordinate auditing, balance statements, and profit and loss statements.

**C) Operations**

ED is responsible for all aspects of the theatre’s daily operations. The ED shall effectively utilize staff and volunteers to ensure that all administrative, technical, and artistic aspects of the theatre’s operations are executed as required.

**D) Artistic**

ED shall 1) guide the artistic committee as they ensure and improve the quality of shows, and 2) supervise the artistic committee as they recommend to the ED, who then in turn recommends to the board, a season of artistically excellent and financially strong shows and their accompanying directors.

**E) Marketing**

ED is responsible for all marketing of the theatre—including print, radio and social media.

**F) Fundraising**

ED is responsible for overseeing the fundraising activities of the theatre—including grants, underwriting, ad sales, donor cultivation, and donor follow-up.

**G) Community Relations**

As the “face” of the theatre, the Executive Director will direct public relations activities through public speaking, presentations, and other creative means toward educating the northern Arizona community regarding Theatrikos programming and activities.

**Minimum qualifications**

* Thorough professional understanding of the theatre industry.
* 5+ years experience as Executive Director of performing arts organization.
* Bachelor’s Degree in the Arts Management, Business, or a related field.
* Willingness to submit to background check.

**Preferred qualifications**

* Fiscal management experience.
* Understanding of the artistic and financial aspects of theatre.
* Creative ability to think outside the box as theatres around the country, including Theatrikos, are still emerging from the pandemic.
* Aptitude for innovation and strategic thinking to find new solutions, methods and approaches to the theatre’s challenges as well as creating projects and activities that support the goals of Theatrikos.
* Documented success in fundraising.
* Time management skills. Ability to keep a number of activities moving forward simultaneously.
* Communication ability. Well-developed interpersonal, speaking, and writing skills
* People skills. Ability to meet constructively and work with a wide variety of artists, volunteers, the public, and a divergent Board of Directors as well as the business community.
* Professional demeanor.
* Willingness to work odd hours to match the needs of the theatre and its supporters.
* Sense of humor and ability to thrive in potentially adversarial situations and amid drama.

**Location**

Theatrikos is located in downtown Flagstaff, Arizona. This job is on-sight.

**Hours/Compensation**

This is a full-time position, 40+ hours/week. $50,000—$60,000/year.

**To Apply**

Send resume and cover letter to President, Board of Directors, Theatrikos (www.theatrikos.com) at [president@theatrikos.com](mailto:president@theatrikos.com). Application review begins 8/15/24.