



Job Description for The Duluth Playhouse Executive Director position

The Duluth Playhouse seeks a relationship oriented non-profit professional to lead growth for the Playhouse through grant writing, fundraisers, donor and advertising solicitation, and community campaigns. This position supervises front of house/patron services, administrative management including human resources, marketing, and communications.

The Executive Director, in partnership with the Producing Artistic Director, leads strategic planning and sets organizational goals as well as creates, updates, and implements organization-wide policies and procedures. The ED is responsible for developing and administering the annual budget and ensures contributed sources of income and partnerships have been secured. This position should be comfortable with public speaking and appearances.

Responsibilities include, but are not limited to:

- Write grants; seek new funding opportunities.
- Solicit and secure sponsorships, oversee sponsor nights, maintain strong relationships.
- Create donor campaigns and fundraising goals; lead annual fundraisers.
- Create advertising agreements, sell advertising in partnership with the Marketing Director.
- Supervise patron services/box office. Review box office reports, trends, attendance, and revenue outcomes. Oversee front of house image and patron relations.
- Supervise Marketing Director; oversee public information, messaging, and communications.
- Maintain business agreements and contracts for facility maintenance, insurance, rents, etc.
- Work with Producing Artistic Director to establish organizational/artistic goals and educational services; create and oversee annual operating budget; keep eye on departmental spending.
- Provide input and support for the selection of seasons across the three venues in consideration of artistic, financial, and community impact goals.



- Partner with the Producing Artistic Director for public appearances and speaking opportunities.
- Provide monthly reports to the Board of Directors (and other reports as requested).
- Attend Board Meetings; create agenda with the Board President and distribute documents.
- Work with Board Chair and Committees; assist with committee goals, and recruitment of new board members.
- Ensure employment practices and policies are up to date.
- Work with the Playhouse team to create long range planning.
- Other daily tasks: banking, business partner inquiries, staff meetings.

This job requires an agile person that can participate physically with facility organization and artistic/production help as needed. The office environment is interactive, very fast-paced, and tightly connected between departments. The Executive Director should be comfortable with spontaneous meetings and participate in collaborative discussions offering team support.

The Duluth Playhouse is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender identification, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status. We strongly encourage candidates from underrepresented backgrounds and communities to apply.

TO APPLY:

Send a cover letter, resume, 2-3 references, and any additional supporting documents you would like to provide, to Christine Seitz at seitz@duluthplayhouse.org with the subject "Executive Director". No phone calls.

Applications are due by February 26, 2021.