

KSJD Position Description

Title:	Theatre Director
Supervisor:	Executive Director
Status:	Full Time/Exempt
Compensation:	DOE
Benefits:	PTO, IRA, Health Reimbursement Account

Background

[KSJD](#) is an innovative public media organization based in Cortez, Colorado the mission of which is to inform, entertain and empower the people of the Four Corners Region. KSJD's provides news, information and entertainment to its audience through broadcast, digital and live performance at KSJD's Sunflower Theatre.

KSJD's [Sunflower Theatre](#) presents high-quality, live music, film, theatre and lecture to enrich the lives of patrons through arts and culture. The theatre seats up to 105 in row seating, but generally has configuration for table seating up to 52 patrons on the main and row seating for 26 in the balcony

In 2016, more than 4,000 attended events at the Sunflower Theatre.

The KSJD Theatre Director is responsible for KSJD engagement through the curation of programming for the Sunflower Theatre, including, but not limited to live music, lecture, film and theatre production.

The Theatre Director also oversees operations, marketing, management, supervision of staff, strategy and budgeting of the Sunflower Theatre (ST).

Primary Responsibilities

Theatre Direction -- Engagement

- Manage the development and programming of relevant events for the ST including, but not limited to live music, lecture, film and theatre production, based on community interests and benefit and in alignment with the ST's Programming Statement.
- Meet programming goals so as to advance organizational budgetary goals.
- Negotiate with agents, collaborators and other parties to secure the most favorable overall agreements for the organization.
- Be responsible for booking the theatre. Manage contracts.

Operations

- Oversee all rental bookings.
- Manage events and ticketing operations on website. Oversee box office sales.
- Establish protocols for recruitment, management of and communication with theatre volunteers as well as appreciation activities.

- Expect to be present at events and participate in production activities.
- Collaborate with staff to identify and distribute on-stage programming to regional and/or national audience. (i.e. live recorded performance distributed on digital platform).
- Establish maintenance schedule for theatre and theatre equipment and assign personnel to perform those duties.

Marketing and Development

- Responsible for seeing that all marketing and promotional efforts, including but not limited to social media, digital, print and radio (as well as marquee marketing), are carried out.
- Coordinate with KSJD Development Team to plan, and implement, a comprehensive development program that generates individual donor, foundation and corporate support for KSJD and the ST.
- Identify and map collaborative partners to deepen community engagement.
- Work diligently to be a spokesperson for the organization and its mission.

Personnel Management

- Motivate and develop a professional team to ensure smooth, day-to-day operations including those related to event production, promotion, box office and customer service.
- Oversee theatre staff hiring process.
- Perform theatre staff evaluations on an annual basis.

Financial Management

- Work with the CRP Executive Director to prepare and present an annual operating budget including support in areas of marketing, fundraising and office administration.
- Produce official correspondence and legal documents as required.
- Provide leadership and coordinate with development team in fundraising.

Qualifications:

Education

- Bachelor's Degree or equivalent.

Relevant management experience of at least five years;

- Demonstrated good governance, financial oversight, and best non-profit management practice.
- Proven leadership skills identifying profitable opportunities and growth within the communities we serve.
- Excellent organization and time management skills.
- Preferred demonstrated passion for the mission of performing arts.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Google Platforms social media and a comfort and ability to learn and incorporate new technology.

Expectations:

- Positive attitude.
- Willing to think outside the box.
- Ability to participate as member of a team.

- Attend and provide support during events at theatre.

Physical Requirements:

- Work will require the use of sound and light consoles, technical equipment and computers with exposure to video display terminals.
- Position involves periods of standing, stooping, sitting, walking, bending, and kneeling. Adequate hearing is required to hear/talk with all individuals, and to use telephones on a consistent basis.

Work Environment:

- Some work performed is in an office setting
- Off-site work is required with partners and clients, business association meetings, etc.

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