

Greater Grand Forks Community Theatre (Fire Hall Theatre)

Interim Executive Director Job Description

Focus - Act as general manager, maintaining daily business of the theatre. Duties will include but are not limited to: Administering all programming, personnel, public relations, promotional and fund raising activities for the operation of the theatre and fulfil duties as administrator in matters of budgets, grant writing, short-term and long-term planning.

Responsibilities

Production

- ◆ Act as artistic director and producer including solicitation and selection of plays in conjunction with the season planning committee.
- ◆ Act as liaison between technical staff, artistic staff, and Board of Directors
- ◆ Design, edit, and/or maintain website, newsletters, promotional material, advertising, and production programs.
- ◆ Supervise and perform front-of-house management including box office.
- ◆ Act as production coordinator for each production.
- ◆ Provide orientation regarding theatre policies and procedures to director, cast, and crew at the beginning of each production.

Administrative

- ◆ Hire and supervise all paid staff.
- ◆ Work with Volunteer Committee and technical director to manage and supervise all volunteer recruitment, training, and motivation.
- ◆ Research, write, and administer grant funds for the theatre.
- ◆ Act as liaison between the accountant and the Board of Directors.
- ◆ In conjunction with the accountant and treasurer prepare and assess financial reports including: annual budgets, quarterly reports, and production reports.
- ◆ Develop and implement marketing strategies for season and fund-raising events.
- ◆ Coordinate and evaluate all programs and fund-raising events.
- ◆ Develop calendar for scheduling of productions in conjunction with community events.
- ◆ Represent the Greater Grand Forks Community Theatre (Fire Hall Theatre) at civic, professional, and governmental functions; act as spokesperson for all media.
- ◆ Oversee daily functions of an operating theatre.