

Talespinner Children's Theatre seeks an Executive Artistic Director

The Executive Artistic Director will manage all aspects of the organization's business and administrative operations through the Board of Directors, including marketing / communications, finance, and development. The EAD will also oversee the vision and successful implementation of artistic and educational programming and community engagement goals. This position is part-time and seasonal requiring evening and weekends during the mainstage season. TCT has a small staff and an ensemble of artists who support the company's mission. We are looking for a dynamic leader who has both organizational and artistic vision and the skills to strategically execute that vision. Potential candidates should submit resumes to Talespinnerjobs@gmail.com.

Primary Responsibilities:

- Work closely with Board and to create, execute, and assess strategies and action plans to support organizational growth, stability, and mission fulfillment
- Build and lead TCT's institutional development and fundraising strategies with execution support from Grant Writing professions and TCT Board
 - Pursue existing and new sources of income by:
 - Developing and coordinating fundraising events
 - Further developing and coordinating the annual giving program, including sponsorships and private donations
 - Developing and managing a portfolio of grants.
- Work with the Board, staff and community stakeholders to build and execute plans for embodying and actualizing equity, diversity, and inclusion at every level of TCT.
- Develop and oversee effective marketing and media campaigns, as well as realize successful audience and community engagement
 - With execution support from the Marketing Coordinator and TCT Board
- Bottom line responsibility for setting and meeting marketing, grant, and development deadlines
- Oversee day-to-day operations of the organization, including:

- Managing and directing the duties of supporting staff and independent contractors
- Budgeting and financial planning, tracking, and reporting
 - Work with Board to assure that books are accurate and updated
 - Managing financial audit, communicating with Board Treasurer on relevant financial matters
- Engagement with program partners and board committees
- Effectively assess and execute programmatic promotion throughout the year
- Steer and support board development and governance in partnership with Board leadership

Artistic Responsibilities:

- Work closely with Board to create, execute, and assess TCT mainstage and educational programmatic strategies and action plans to support organizational stability and mission fulfillment
- Develop and lead TCT's artistic vision for mainstage productions with assistance from the board and program staff.
- Develop and lead TCT's educational and community engagement strategies with the board and TCT education director.

Minimum Experience/Skills:

- A passion for community-engaged, risk-taking theatre
- Ability to communicate effectively with diverse community stakeholders
- 3-5 years of non-profit or arts management experience
- Experience with non-profit financial statements and budget management
- Familiarity with QuickBooks or other record-keeping software
- Experience promoting and marketing events and mission-driven messaging

- Experience with institutional development, grant writing and donor engagement
- Demonstrated success in fundraising and a fluency in marketing and social media

Desired Experience/Skills:

- 3-5 years experience working in a community /grassroots environment
- Proficiency in Microsoft Office and Google Suite is a must
- Outstanding written and oral communication skills
- Grant writing experience is a plus

Salary & Benefits:

Part-time position with flexible work schedule.

Salary: \$30,000- \$33,000

To Apply:

Send cover letter and resume to Talespinnerjobs@gmail.com