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