

San Juan Community Theatre
Executive / Artistic Director
Position Description

The Executive/Artistic Director is responsible for conceiving, developing, and implementing the direction, focus and artistic vision for San Juan Community Theatre and for major decisions about the ongoing development of the program and aesthetic values. The Executive/Artistic Director is an ex officio member of the Board of Trustees and all Board committees. The Executive/Artistic Director reports to the Board of Trustees.

The Executive/Artistic Director provides leadership and oversight for the following areas:

Planning and Oversight

- Develops, implements and evaluates all activities and programs for the year including, but not limited to fully staged productions, touring artists, local performance groups, HD streaming, educational programming and school presentations.
- Creates, oversees and manages the calendar of events.
- Coordinates long range planning in collaboration with the Board of Trustees and staff.
- Oversees the physical plant and production equipment, supervises the Facilities Manager and serves on the Building and Grounds Committee of the Board of Trustees.
- Curates the SJCT lobby art gallery.
- Is authorized to sign all contracts.

Human Resources

Hires, supervises and evaluates all personnel - both salaried and hourly staff members as well as contracted artistic personnel making use of the Human Resources Committee of the Board of Trustees.

- Plans and provides leadership for staff meetings.
- Ensures job descriptions and hours are appropriate and accurate for all staff.
- Oversees the volunteer program in collaboration with staff and Board of Trustees.
- Reviews, updates and makes available a Staff Handbook for all employees in consultation with the Board of Trustees.

Budget and Finance

- Works with Financial officers – Treasurer of the BOT and the Director for Finance and Development to develop the annual budget and prepare the Annual Report to Members.
- Serves on the Finance Committee.

Development

- Oversees the Director for Finance and Development
- Serves on the Development Committee.
- Participates in the cultivation and stewardship of donors.
- Develops theme, artistic design and production of the annual Holiday Festival fund raiser.

Production

- Oversees and supervises the Production Manager and staff.
- Provides consultation in production matters.

Promotion

- Oversees the Director for Promotion
- Provides consultation and oversight of content used in promotion and marketing.
- Oversees development of a promotion and marketing strategy..

Youth and Family Programs

- Oversees and works with the Youth and Family Program Director to develop and evaluate youth and family productions and workshops.

Community Outreach

- Acts as advocate and spokesperson for the organization in the community.
- Acts as liaison with schools and other community groups regarding requirements for performances.
- Fosters the development of positive relationships with other cultural/arts organizations in the community and acts as liaison to those organizations.

Other

- Shall have the opportunity to direct and/or act in productions as appropriate and desired.

Qualifications:

Minimum of bachelor's degree in related field. Experience and familiarity with all levels of theater management. Enthusiasm for the arts. Strong human relations and communication skills.