

Fantasy Playhouse Children's Theatre

Huntsville, Alabama

Executive Director Announcement and Position Description

Fantasy Playhouse, a volunteer-driven non-profit children's community theatre, is seeking a dynamic experienced leader with a proven commitment to the arts. Position requires a hands-on manager with excellent personnel, organizational, and communication skills, with demonstrated leadership ability, and financial management experience. Fundraising, marketing and development skills are considered a priority.

QUALIFICATIONS

Applicant should have the following:

- A. A thorough grasp of financial and grants management.
- B. Experience and/or knowledge in marketing.
- C. Experience in fund raising and organizational development.
- D. Demonstrated knowledge of the arts discipline or arts administration.
- E. Bachelor's degree or equivalent experience
- F. Demonstrated leadership ability including the ability to identify and resolve problems, the ability to motivate others, and the ability to provide mission vision.
- G. Knowledge about and interest in the visual, literary, media, and performing arts.
- H. Ability to relate to and communicate with all segments of the community.
- I. Experience in management of a volunteer staffed arts organization or equivalent experience in another sector.
- J. Excellent oral and written communication skills, and proficiency with basic computer operations, to include Microsoft Office (Word, Excel, Power Point).
- K. Knowledge of the Huntsville/Madison County area is preferred.

DUTIES and RESPONSIBILITIES

The Executive Director shall:

- 1. Devise and supervise the implementation of a marketing plan
- 2. Manage the solicitation of monetary donations, show sponsorships and grants, including organizing annual fundraiser.
- 3. Facilitate the preparation, approval, and implementation of an annual budget
- 4. Advise and participate in long range planning, visioning for the future of the organization, campus development and facility utilization
- 5. Represent the Fantasy to the community, including elected officials, business leaders, sponsors, and the media
- 6. Develop and maintain channels of communication with all sectors of the community including arts organizations and artist, governments, education, and business
- 7. Coordinate a Capital Funds Campaign
- 8. Evaluate the organizational structure and make recommendations for change as applicable
- 9. Maintain oversight of ongoing non-show production projects and committees
- 10. Maintain awareness of the physical plant condition and make recommendations as to needed maintenance/repair
- 11. Recruit volunteers as needed.

SALARY AND BENEFITS

Salary is commensurate with experience; benefits include earned time off, plus commission based on percentage of show sponsorships and donations personally secured by employee.

How To Apply

Applications will be accepted through February 24th, 2012.

All applications will be held in strictest confidence.

Applications should include:

- A cover letter (maximum 2 pages) that describes your interest in this position, your preparation for the position, your fundraising experience, your leadership successes, and why this position is appealing to you
- Your current resume (maximum 3 pages)
- A list of references (at least two professional and one personal)

Application materials (Word files) must be emailed to executivedirector@fantasyplayhouse.com. Questions may be directed to Margaret Bibb, Search Chairman, at executivedirector@fantasyplayhouse.com.

We will confirm receipt of your application materials and may invite selected candidates to interview by phone and/or in person. Final selection is anticipated during March 2012.