

Little Theatre of Walla Walla

Job Description

Title: Executive Director

Reports to: Little Theatre Board of Directors

Immediate supervisor: Shall be appointed from and by the Human Resource Committee

Little Theatre of Walla Walla Mission: *To showcase the talents of local volunteers and to entertain and enrich our community by producing good plays done well.*

Job Summary

The Executive Director oversees theatre operational activities in accordance with the Mission Statement; the Strategic Plan; Financial Reports and Budget; Committee Designation; the Employee Handbook; By-Laws; Board-adopted Policies and Procedures; House Rules; and other directives approved by the Board of Directors. The Executive Director is responsible for the day-to-day management of the facility and general administrative support. The Executive Director will work with the Board and the committees in the areas of volunteer recruitment and management, fundraising, community outreach, and assistance in program and event planning, as set forth below in this job description.

The key points listed below are not in order of priority and represent the main objectives to be carried out by the Executive Director.

Responsibilities

Fundraising

- With Development Committee establish annual fundraising goals, annual appeals, and donor events.
- Assist the Development Committee in developing and overseeing its annual committee budget.
- Serve as a key contact person with existing and potential funding partners.
- Research, develop, and manage grant applications for various projects, productions, and the operation of the organization.
- Maintain a master calendar of grant due dates and reporting dates.
- Secure business and individual sponsors for productions.
- Maintain contact with major donors to provide updates and recognition for their support.

Public Relations/Marketing

- Represent the LT to stakeholder groups and individuals.
- Develop networks and communications with other theatre, arts, non-profit, and community organizations.

- Develop and manage an annual budget for PR and community outreach activities.
- With Marketing Committee develop promotional materials for the theatre in general and activities (e.g., theatre tours).
- With Marketing Committee assist in establishing annual committee budget with oversight of budget items related to general theatre promotions.
- Update website, create social media posts as needed.
- Create regular Theatre electronic newsletters and email blasts as needed to promote events.
- Promote the LT in a positive and prudent manner.

Volunteer Management

- With the Volunteer Committee:
 - Develop a plan for recruiting and maintaining volunteers.
 - Maintain a volunteer handbook in accordance with LT Personnel Policies.
 - Develop and manage the annual budget for volunteer activities.
 - Manage a tracking system for volunteer jobs and volunteer hours using a data management system and other software.
 - Develop and maintain job descriptions for volunteer jobs (e.g., set building, painting, dressing; facility maintenance; costuming, etc.) consulting with coordinators in each job area.
 - Coordinate with the Volunteer Committee in volunteer recognition and appreciation.
 - Maintain a list of volunteer opportunities throughout the theatre.
 - Help recruit and manage data on volunteers for various projects, productions, and work parties.
 - In conjunction with Board and/or committees, assist with scheduling volunteer work parties.

Administration

- Administrative oversight of all committees and departments heads with the exception of Finance, Human Resources, and Director Review Panel.
 - Receives agendas and minutes from each of the committees
 - Presents monthly reports from each committee to the Board in the consent agenda
 - Communicates goals designated by the Board of Directors for each committee
 - Keeps track of strategic goals related to each committee
 - Assists committees set annual goals and move toward completion
- Oversee day-to-day operation of the LT facility.
- Assists in collaborating between committees
- Develop and update communication tools including website and phone messages.
- Organize and supervise building maintenance including scheduling cleaners prior to productions, contacting House Manager and/or appropriate contractors for maintenance or repair.
- Ensure LT is prepared for each production with coffee, adequate paper supplies for bathrooms and kitchen,
- Maintain a master calendar of committee meetings, Theatre events and activities.
- Assist with box office scheduling and management of ticketing system as needed.

- Develop and manage annual administrative budget (office and building supplies, equipment, travel, etc.).
- Financial Oversight
 - Serve as a point of contact for the bookkeeper and CPA.
 - Maintain a calendar of government required reports and filings and ensure timely submission.
 - Cross-check QuickBooks-listed disbursements and receipts with bank statements each month.
 - Run monthly reports of disbursements and receipts from QuickBooks for the Treasurer (who receives bank statements separately) for their review.
 - Coordinates with the Treasurer to provide reports.
 - Provide quarterly budget reports to the Finance Committee.
 - Provide monthly budget reports to the Board.
 - Provide an annual budget report to the membership.
 - Participate as necessary in Finance Committee meetings.

Board Relations

- Provide administrative and informational support to the Board as requested.
- Ensure that accurate records of business affairs are kept and available to the Board.
- Support, facilitate, and maintain open communications with Board and committee members.

Approved by the Board of Directors 3/28/22