



EXECUTIVE DIRECTOR

Job Description

The Executive Director (ED) is the chief Executive Officer of the Campus Theatre Ltd. and is responsible for the successful leadership and management of the Theatre in accordance with the strategic direction set by the Board of Directors. Significant responsibilities include the development and direction of fundraising and securing the financial health of the Theatre. The ED represents the Theatre in the broader community in furtherance of its mission. The position is full-time, salaried, and exempt in accordance with current labor laws. The Executive Director is an at-will employee, reporting to the President of the Board of Directors (BOD).

RESPONSIBILITIES

Leadership and Management

- Work with the BOD to develop and implement a long-range strategy that achieves the Theatre's mission; create and implement the work plan.
- Implement the strategic plan.
- Recommend policies to the BOD.
- Lead the development of programmatic, organizational, and financial plans that secure the Theatre's financial health.
- Promptly inform the Board of Directors of any issues that impact the organization's ability to meet its mission.
- Act as a professional advisor to the Board of Directors on all aspects of the organization's operations.
- Facilitate effective communication among the Board of Directors, its committees and Theatre staff.
- Attend Board Committee meetings, when requested, to enhance their effectiveness.
- Develop and disseminate an annual report for the BOD and Theatre members.
- Act as spokesperson for the Theatre and regularly attend films and events, reflecting that the ED is the "Face of the Theatre."
- Oversee the implementation of human resources policies, procedures and practices, including the development of job descriptions for all staff.
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.
- Recruit, interview and select staff that have the appropriate technical and personal skills to further the organization's mission.

- Implement a performance management process for staff; monitor the performance of staff on an ongoing basis; and conduct annual performance reviews.
- Coach and mentor staff as needed to improve and enhance performance.
- Implement corrective actions in accordance with human resources policies.

Financial and Operational Management

- Oversee sound financial practices of the organization.
- In coordination with the BOD Finance Committee and BOD Treasurer, prepare an annual budget; continuously monitor budget to ensure that organizational and business spending are within budget.
- Ensure Theatre compliance with federal, state, and local regulations.
- Maintain proper insurance coverage for building, equipment, and liability.
- Ensure all studio contracts are current.
- Issue Box Office reports and coordinate with bookkeeper to ensure timely payments to studios.
- Responsible for risk management, including facilities and related staff training.
- Create and maintain safety protocols for staff, volunteers, and the public.

Fundraising and Development

- In conjunction with the Board of Directors, advance and implement a funding development strategy to achieve a sustainable financial position.
- Lead fundraising activities; develop and maintain relationships with donors; and secure funding to support and sustain the Theatre.
- Identify sources and secure grant funding.
- Identify, solicit, and secure funding from business, corporate, and private sponsors.

Community Relations

- Establish and maintain sound working relationships and cooperative arrangements with BOD, community members and organizations, including, but not limited to, Bucknell University, Lewisburg Downtown Partnership, CommUnity Zone, and both local Chambers of Commerce.
- Establish and maintain standard office hours, creating consistent public access opportunities.
- Prepare timely press releases for events and special showings.
- Maintain positive working relationship with local press and media, and utilize industry resources such as the League of Historic American Theatres (LHAT).

Executive Director Position

Minimum Qualifications

- 4 Year Undergraduate Degree or the equivalent
- 3 years of increasingly responsible experience, including the supervision of others
- Demonstrated ability to effectively lead an organization
- Strong verbal and computer skills
- Appreciation of diversity and the role it plays in a community

Preferred Qualifications

- Non-profit management experience
- Multi-media marketing experience
- Knowledge of the entertainment industry
- Graphics abilities

Pay Range is \$50,000 to \$53,000.

Interested in Applying for this position?

If you have the qualifications for this position please send your resume and cover letter to campustheatreedsearch@gmail.com or The Campus Theatre, 413 Market Street, Lewisburg, PA 17837.

Applications must be received by February 16, 2024.