

Barre Opera House

P.O. Box 583, Barre, Vermont 05641

Position Description

rev. 5/2024

Position title: Executive Director (ED)
Position status: Exempt
Reports to: Chair, Board of Directors
direct reports: 2.5+ staff and volunteers

Organization Summary:

Incorporated private not-for-profit performing arts theater serving the central Vermont community. Established in 1899, the facility has a capacity of 645 seats, manages over 100 events annually on average, and maintains an annual budget of \$565,000.

Position Summary:

The ED leads the organization to actualize its mission to **“restore, preserve, and operate the historic Barre Opera House as a center for the performing arts serving the entire Central Vermont community.”** The ED reports to the chair of the board of directors. In alignment with the strategic plan, the ED plans and oversees the successful implementation of daily operations. These operations include the strategic and tactical management of seasonal performance programming and productions, financial operations, people (both staff and customer relations), fundraising and public-facing partnerships, oversight of the physical space, and general systems operations. In addition, the ED partners with board working committees to provide timely guidance and information regarding ongoing board projects, establish relevant timelines, and facilitate the smooth transition of board work into operational activities.

Essential Functions of the Job:

1. Leadership and Board Relations:

- In alignment with the Opera House’s mission and strategic direction, leads short and long-range projects that serve the annual plan and meet established business and financial goals.
- Establishes credibility as an effective partner and key stakeholder in the Barre community and the Vermont performing arts community.
- Works with the Stewardship Committee to build a network of philanthropists and granting institutions, cultivate major donors, and develop annual giving and legacy giving opportunities/campaigns.
- Models a success-oriented, accountable environment within the organization. Communicates clearly and continuously at all levels of the organization to support organization-wide agility and coordination.
- Works within the scope of priorities identified by the board of directors. Routinely reports to the board, providing insight, expertise, and operational updates following policies and practices established by the Board.
- With the board, actively executes the strategic direction of BOH by increasing its visibility as **“a center for the performing arts serving the entire Central Vermont community.”** Builds and articulates the brand story to network and develop future financial opportunities for the institution.

2. Funding and Financial Management:

- Under the supervision of the board of directors, ensures that BOH operates in a fiscally responsible manner. Navigates fiscal complexity in an environment of limited resources and competing priorities; accurately assesses and defines the organization’s current fiscal priorities in light of long-range plans.
- Works with the Executive Committee to establish any long- or short-term changes in rates, discounts, memberships, sponsorships, and technical and staff pay rates or bonuses.



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- In partnership with the board, develops and manages annual operational and capital improvement budgets. Manages and reports on cash flow, revenues, and expenditures to the budget. Oversees payroll and manages external vendor contracts.
- Routinely seeks grant funding opportunities. Writes and manages grants that support Opera House programming and operations.
- Actively seeks additional funding opportunities including corporate program sponsorships as well as individual and corporate memberships.

3. Programming:

- Works with the Programming Director and Programming Committee to align annual programming efforts to the strategic plan and the overall market positioning of BOH, as they set the tone, scope, and pace of seasonal programming.
- Oversees and collaborates with the Programming Director to ensure that all performances meet success metrics.
- Supports the Programming Director to source and contract with talent and network future talent.

4. Community Relations:

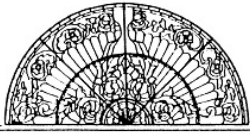
- Acts as the public face of the organization; serves as spokesperson and liaison to various constituencies including community partners, financial and regulatory partners, community partners, performing arts organizations, the media, and the public.
- Maintains a high awareness of the user/patron experience. Positions the Opera House as a “community resource for all” by providing programming with a broad range of innovative and creatively (as well as financially) accessible offerings throughout the year.
- Promotes the space as an asset to attract community members or encourage utilization in ways that support outreach and programming activities beyond performances.
- Works with the Project Manager to grow opportunities for volunteers including training and experiential learning.

5. Rental Management:

- Promotes the space as an asset to attract community members or encourage utilization in ways that support outreach and programming activities beyond performances.
- Negotiates and manages all rental contracts on behalf of the BOH.
- Arranges for any technical staff and equipment needed for rentals.
- Advises renters with marketing resources, if assistance is needed/requested.
- Ensures that there is a BOH presence on site for all events.
- Supports technical experts in sound, lighting, and stage set production.

6. Staff Development:

- Point of contact for staff-related issues, work practices, and problem resolution. Ensures that policies and procedures are up-to-date, relevant, and clearly communicated to staff.
- Leads recruitment and skill development to match the established role with the right talent. Provides consistent formal and informal feedback to staff to clarify expectations while remaining responsive to issues or systems that may be getting in their way. Consistently and planfully works with those who fall below performance expectations



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- Acts as a conduit of information for staff to ensure they understand the mission, strategic direction, and daily decisions that affect their work. Ensures that clear communication occurs at all levels of the organization to anticipate workflow issues and allow for creative problem-solving.

7. Facility/Resource Management:

- Oversees the proper maintenance of this Nationally Registered Historic Structure and its spaces to its long-term structural integrity, visual appeal, and safety.
- Allocates resources appropriately to support basic facility operations as well as long-term investments in physical and technological equipment and advanced operational systems.
- Oversees maintenance and technical staff, volunteers, and vendors. Acts as BOH liaison with private contractors engaged in special projects.
- Coordinates with Barre City officials, who are the lessors of the BOH, on projects that affect both City Hall and the Opera House.
- Creates and maintains emergency response plans for emergent and long-term events that affect the physical operations of BOH.

8. Other duties as needed or assigned.

Competencies Required to Complete Essential Functions:

Strategic Leadership

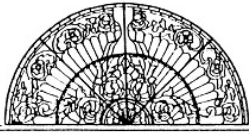
- With the strategic plan in mind, narrates a credible vision of the future and links it to the present with clear and attainable action steps.
- Applies knowledge of the theater arts industry and organization culture when planning short and long-term goals.
- Clearly articulates action steps to staff in a manner that encourages trust and forward movement.
- Inspires others by building smooth working collaborations at all levels of the organization.
- Leads staff and volunteers using standards of fairness, and unbiased decision-making, and the needs of staff with diverse interests and experiences.

Communication

- Articulates leadership direction specific to the needs of the audience.
- Delivers full-spectrum communication including intention, goal setting, plan of action, and follow-up.
- Uses inquiry to clarify issues, resolve problems, improve systems, and grow cross-departmental understanding.
- Communicates with clarity, empathy, integrity, deliberation, and authenticity.
- Presents and leads public conversations in a dynamic, and compelling manner.

Decision Quality

- Makes good decisions based on analysis, wisdom, experience, and historical judgment.
- Uses empathy, active listening, and critical thinking in an unbiased way to gather data before implementing decisions.
- Demonstrates decision agility, balancing speed with intentionality; operational factors with overarching vision, to make the best decisions possible.



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Interpersonal Savvy

- Uses professionalism, diplomacy, social awareness, and tact to create trust and build constructive relationships with colleagues, the board, and BOH supporters.
- Diffuses high-tension situations comfortably.
- Actively attends to the tone/mood/energy of the room. Adjusts accordingly.
- Negotiates and contracts with creative and financial partners to positive mutual interest.

Other S/K/A's

- Ability to move rapidly between strategic objectives and tactical decision-making around project implementation.
- Prioritize and process multiple priorities, maintain composure under stress, and communicate decisions on time.
- Understand, communicate, and interpret difficult financial, operational, and compliance-related concepts and/or work-related documents. Understand and utilize financial reports and data to ensure the organization remains on a strong financial footing.
- Maintain a high measure of confidentiality regarding conversations, plans, records, and other information relating to business operations.
- Adeptly navigates the business of the performing arts.
- Demonstrates an awareness of and appreciation for historical preservation and integrity.

Education/Experience:

- Bachelor's degree in performing arts management or administration and at least 3 years of experience in senior management in a theater/performing arts organization. Demonstrated experience leading or overseeing seasonal programming, contract negotiation, facility rental management, finance management, and/or marketing.
- Experience working with a board of directors and demonstrated experience managing a public-facing organization with an eye to leadership strategy and community relationship building.
- Well-honed experience with long-range planning and daily tactical decision-making in the areas of operations, people, and profitable financial management.
- Experience in seasonal programming, marketing, and development is strongly preferred.

Physical requirements:

Work is usually performed in the physical space in a standard office environment and throughout the theater. This may include frequenting small or high spaces behind or above the stage. Frequent weekend/evening work is necessary. Must have the physical dexterity necessary to operate standard office equipment and some backstage equipment. Position requires limited movement for long periods (whether sitting or standing) generally oriented around a desk. Lifting to 25 lbs., some stairs or ladders to access high spaces with limited space. Some remote work flexibility may be considered.