

T P S

Theatre Puget Sound

Title: Executive Director Job Description

Reports to: President, Board of Trustees

Classification: Full Time Exempt

Supervises: All staff at TPS

Status: Open until filled

Position Summary

The Executive Director leads the organization in its mission to promote the spiritual and economic necessity of theatre to the public, and to unify and strengthen the theatre community through programs, resources, and services. The Executive Director develops programs, builds and maintains the vision for the organization's purpose in the community, and plans to make consistent progress toward TPS' strategic objectives. The Executive Director serves as the primary communicator to the membership, the public, The Board of Directors, the staff and the press, and fosters effective relationships at all levels in furtherance of a healthy, vibrant, and diverse theatre community. The Executive Director reports to, and receives support from, the Board of Directors in carrying out the responsibilities of the position.

Responsibilities include, but are not limited to, the following:

Strategic Leadership

- Provides leadership in developing organizational, program, and financial plans aimed at making consistent progress toward the accomplishment of the mission and strategic plan.
- Works with the Board to develop and update a long-range strategy.
- Stays informed about significant developments and trend affecting the broader theatre community, and promotes information sharing with the Board and the organization's constituents.
- Serves as an ex-officio participant in Board and Executive Committee meetings; assists the Board leadership in developing meeting agendas and action plans.
- With the support of the Board, develops and executes an annual fundraising plan.
- Engages with all Board of Directors committees to ensure good communication, common purpose, and accomplishment of strategic goals.
- Engages with Membership of TPS to ensure good communication, common purpose, and accomplishment of TPS' mission.
- Supports the strategic plans of the organization.
- Regularly reports to the Board on program accomplishments and challenges.

Fiscal and Administrative Management

- In partnership with the Board, ensures that the organization is fiscally sound.
- Oversees the financial record keeping activities, and assures that timely and accurate financial information is provided to the Board.
- Reviews and approves operating costs up to the level designated by the Executive Committee of the Board; obtains Board Chair approval for costs in excess of the approved level.
- With the concurrence of the Executive Committee of the Board, signs contracts in support of organizational activities.
- Oversees the Seattle Center contract compliance; serves as liaison to the Seattle Center.
- Proposes an annual budget in support of defined organizational goals.
- Continually evaluates and refines the organizational structure and administrative processes as needed to improve operations.
- Assures that official records are maintained and that the organization complies with regulatory requirements.
- Hires, organizes, manages, motivates, and releases staff and volunteers.
- Conducts periodic performance evaluations, and implement compensation adjustments consistent with the approved budget.
- Fosters a collaborative, positive, and inclusive work, environment.
- Ensures that job descriptions are developed. that regular performance evaluations are held, and that sound human resource practices are in place.

Relationship Building

- Establishes and nurtures sound working relationships with a variety of constituents including governments, funders, members, theatre communities, the press, etc.
- Encourages collaboration between constituents in furtherance of common aims.
- Represents TPS to the public in a professional and responsible manner.
- Fosters relationships with colleagues in peer organizations for mutual support and the sharing of information and ideas.
- Strong commitment to equity, diversity and inclusion.
- Proposing, planning, and coordinating diversity and inclusion efforts for TPS, Board, TPS members and staff.

Program Management and Support

- Oversees all programs, services, and activities.
- Provides for the periodic review and modification of programs as needed to fulfill the mission.

Essential Requirements

- Able to work some evenings and weekends.
- Commitment to our mission and our values of Equity, Inclusion, and Community Building.
- Excellent strategic thinking and planning.
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations.
- High emotional intelligence, able to easily develop deep, trusting relationships with diverse individuals from many different backgrounds
- Impeccable written and oral communication skills.
- Love of continuous learning.

Essential Physical Functions

- Constantly operate a computer and other office productivity machinery, such as phone, fax, scanner, and printer.
- Lifting - must be able to carry and lift or move up to 35 lbs.
- Frequently needs to be able to communicate.