



Hutchinson's Historic Fox Theatre, Inc.

18 East First Avenue

Hutchinson, KS 67501

www.hutchinsonfox.com

www.hutchchamber.com

POSITION OPENING: Executive Director

Hutchinson's Historic Fox Theatre Inc. is seeking to fill the position of Executive Director. The Fox Theatre is a 1,225 seat venue located in south central Kansas. Originally built in 1931, the Fox was designed by celebrated theatre architects the Boller Brothers. In the 1990s the theatre underwent a full restoration project at the expense of \$4.5 million, returning it to its original splendor and beauty. Since its completed restoration the theatre has successfully presented an annual lineup of touring shows and concerts, a year-round selection of films, and served the community as a rental facility and home to other performing arts organizations like the Hutchinson Symphony. Recently, the Fox has completed over \$500,000 of upgrades to its stage, technical systems, and cinema projection, including a transition from 35mm film to 4K DCP compliant digital cinema. Listed on the National Register of Historic Places and deemed the State Movie Palace of Kansas, Hutchinson's Historic Fox Theatre has been featured in prominent magazines such as Architectural Digest and Western Art & Architecture. This non-profit organization is a regional center for the arts and a source of local pride.

JOB DESCRIPTION

The Executive Director of the Fox Theatre is responsible for the development and general management of the non-profit corporation. The Executive Director manages existing experienced support staff, including a volunteer coordinator, box office agents, a bookkeeper, custodians, a Technical Director with 20 years of experience at the theatre, and other non-technical personnel. The Executive Director provides leadership in the development of the theatre through live event programming, fund raising and public relations. The Executive Director reports to the Board of Directors.

PROGRAMMING/MARKETING

- Develop and implement live event programming including an annual subscription series, one-off live events, and educational programming
- Develop and implement marketing plans for all live events
- Execute and/or supervise the following aspects of all live events: booking, contracts, sponsorships, marketing, ticket sales, artist lodging, merchandise sales, artist meet & greets, artist catering/hospitality
- Maintain positive business relationships with artist booking agents and agencies, and continue to build the organization's reputation within the industry
- Attend annual booking conference(s)
- Maintain active membership in Plains Presenters
- Solicit advertising sales for brochure/program ads, pre-movie ads, etc.

LEADERSHIP

- Work effectively with board members/committees/staff and the community at large
- Provide leadership and direction to the overall management of the organization

- Function effectively with regional constituencies
- Advocate the mission and goals of the organization as broadly as possible

ADMINISTRATION

- Manage day-to-day administrative operations and staff
- Establish and implement best practices/systems for corporate accountability
- Implement annual and long-range goals, objectives, policies, and operating procedures
- Promote and manage the highest standard of customer service
- Assure the ongoing preservation and protection of patron and donor data
- Recruit, hire, train, supervise and terminate non-technical staff
- Serve as ex-officio, non-voting member of the Executive Committee and Board

FINANCIAL/DEVELOPMENT

- Prepare and propose annual operating budget
- Manage resources effectively and within budget
- Oversee membership drive, solicit sponsorships, write grants, and secure foundation and other monies
- Oversee all fundraising aspects of organization with support from the board/fundraising committees
- Perform periodic cost and productivity analysis
- Assure timely preparation and filing of reports including but not limited to audit and taxes

QUALIFICATIONS

- Bachelor's degree or equivalent and minimum 5 years experience in venue/performing arts center management
- 5-year minimum experience and successful track-record in booking and presenting touring performing artists and live events
- Proven organizational and management ability
- Effective communications skills including oral, written, and computerized
- Theatre/Performing Arts Center/Presenting Organization administrative and management experience

SALARY

- Competitive salary commensurate with experience
- Medical insurance, vacation, Simple IRA match plan
- Paid membership dues in relevant organizations

Send letter and resume to:

Search Committee
Hutchinson's Historic Fox Theatre, Inc.
18 East First Avenue
Hutchinson, KS 67501

or email to:

searchcommittee@hutchinsonfox.com

Application Deadline: 4/20/2019