



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

POSITION OPENING: Executive Director

Hutchinson's Historic Fox Theatre Inc. is seeking to fill the position of Executive Director. The Fox Theatre is a 1221 seat venue located in south Central Kansas. It is listed on the National Register of Historic Places and is the *State Movie Palace of Kansas*. 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 management of the non-profit corporation. The Executive Director manages the theatre including personnel, financial, operations, facility and provides leadership in the development of the theatre through programming, fund raising and public relations. The Executive Director reports to the Board of Directors.

LEADERSHIP

- Works effectively with Board members/committees/staff and the community at large
- Provides leadership and direction in overall management of the facility
- Functions effectively with regional constituencies
- Advocates the mission and goals of the organization as broadly as possible

ADMINISTRATION

- Manages the day-to-day operations of the theatre
- Establishes and implements best practices/ systems for corporate accountability and contracting
- Implements annual and long range goals, objectives, policies and operating procedures
- Promotes and manages the highest standards of customer service
- Assures the on-going functioning of the data base and ticketing system
- Recruit, hire, train, supervise and terminate staff
- Serves as ex-officio, non-voting member of the Executive Committee and Board

FINANCIAL

- Prepares and proposes an annual budget to the Board of Directors
- Manages resources effectively and within the budget
- Oversees membership drive, sponsorships, writes grants and secures foundation and other monies
- Performs periodic cost and productivity analysis
- Assures timely preparation and filing of reports including but not limited to audit and taxes

PROGRAMMING/MARKETING

- **Develop and implement programming including a season subscription series, Summer/Winter film series, educational programs and oversees rentals.**
- **Plan and implement a marketing program to promote Fox events**
- **Supervise all event productions including booking, contracts, sales, artist relations and technical**

QUALIFICATIONS

Education: Minimum Bachelor's degree

Proven organizational and management ability

Effective communications skills including oral, written and computerized

Theatre administrative and management experience

SALARY

Competitive salary and benefits commensurate with qualifications and experience

Medical insurance, vacation, Simple IRA Match Plan

Employee paid membership dues in relevant organizations

Send letter and resume by March 11, 2011 to:

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

OR email:

thefox@hutchinsonfox.com

Application deadline: March 11, 2011