

The Executive Director position is an exempt full-time position, reporting to the Board of Directors of Delphi Opera House, Inc.

## **Job Duties**

- Manage contracts (performers, vendors, etc.)
- Support the Program Committee as needed
- Develop and set the performance calendar
- Develop the playbill program(s) write press releases and work with local media
- Solicit and arrange for annual program sponsorships
- Develop annual budget with Finance Committee; oversee budget income and expenditures and present to Board of Directors at monthly board meetings
- Develop and implement with Development Committee an annual plan for fundraising/development
- Develop and implement annual marketing plan for organization and events;
- Establish and nurture positive relationships with community, stakeholders, and peer organizations and be the face of the Delphi Opera House in the community
- Oversee the selection and training of part-time staff\* and/or volunteers. Supervise other professional staff (if in place)
- Manage technical systems, box office, etc.
- Provide overall management of the facility
- Maintain communication and positive relationships with the Board of Directors and Delphi Preservation Society
- Oversee volunteer recruitment, training, evaluation and scheduling with support from the Volunteer Coordinator

## **Required Skills and Competencies**

- Strong leadership, organizational, interpersonal, and communication skills;
- Social media and design skills;
- Competency in use of Gmail, Google Docs, Microsoft Office Suite, QuickBooks, Excel Spreadsheets and financial management;
- Bachelor's or higher degree with focus in arts administration, non-profit management, theater management, or marketing and/or equivalent experience;
- Minimum of five years in key arts administration roles

## **Desired Skills**

- Experience working with non profit organizations
- Experience working within community developing and supporting programs and or training to include diversity or inclusion programs
- A service mindset that will contribute to the candidate's ability to succeed in this position.

*The Delphi Opera House, Inc. is a 501(c)(3) organization and an equal opportunity employer.*