

OMAHA MAGICAL SOCIETY

EXECUTIVE DIRECTOR JOB RESPONSIBILITIES



EXECUTIVE DIRECTOR

Job Summary

The Executive Director is charged with managing the overall operations of The Omaha Magical Society. It is the Executive Director's responsibility to fulfill the organization's mission as set by the Board of Directors. The Executive Director serves at the pleasure of the Board of Directors and carries out the policies and directives of the Board. The Executive Director has authority over, oversight of and ultimate responsibility for all operational matters of the organization and all strategic matters not under the purview of the Board of Directors. The Executive Director is the liaison between the Board of Directors and the operational, instructors, and staff whom s/he selects and to whom s/he may delegate certain duties.

The Executive Director is the organization's public face for purposes of planning, coordination, and strategic operation. The Executive Director has the sole authority to enter into contracts on behalf of The Omaha Magical Society, subject to the Board's review. The executive Director oversees all employees and volunteers of The Omaha Magical Society. The Executive Director may delegate duties, except duties the Board determines are non-delegable. However, the Executive Director is responsible to the Board for all duties including those s/he chooses to delegate.

Summary of Essential Job Functions

- Oversee all operations of The Omaha Magical Society.*
- Develop and maintain working relationships with venues and organizations The Omaha Magical Society interacts with - including other organizations and companies in the area*
- Liaison with venue managers to negotiate rental fees, availability and conditions*
- Respond to outside requests for OMS performances or classes.
- Proactively book public demonstrations, performances, classes and lectures.
- Negotiate performance contracts for The Omaha Magical Society performances.
- Plan The Omaha Magical Society advertising and publicity including weekly and regular online communication.
- Maintain and update the The Omaha Magical Society website.

- Respond to all email and voicemail in a timely manner.
- Make and maintain a master schedule for classes, workshops, and events.
- Recruit, develop, delineate responsibilities, and review performance of the instructors, volunteers, and staff.
- Oversee organizational and individual compliance with the protocols and overall vision and mission of The Omaha Magical Society.
- Attend board meetings at the request of the Board.*
- Maintain the overall calendar for the organization.
- Create and adhere to an annual budget subject to approval of the Board of Directors.*
- Understand the finances of the organization
- Understand the insurance of the organization. Know what is covered.

* denotes non-delegable duties.

Minimum Requirements

- Bachelor's Degree
- One year experience in supervisory position

Experience/Knowledge Requirements

- Extensive knowledge of Omaha magic scene
- Knowledge of the national magic scene
- Strong organizational skills
- Understanding of basic financial record keeping

Physical/Time Requirements

- Must be able to devote 20-40 hours per week
- Lift and move a minimum of 25 lbs.

Disclaimer

The above statements are intended to describe the general nature and level of work required to perform the position of Executive Director. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the Executive Director. The Executive Director may be required to perform duties outside of his/her normal responsibilities from time to time, as needed.

Additional Information

The Executive Director is the public face of The Omaha Magical Society and must at all times conduct his/herself in an appropriate manner. Failure to conduct oneself in a manner the Board finds appropriate is grounds for the Board to request a letter of resignation.