

## **Full Time Executive Director**

### **Tuscaloosa Children's Theatre**

The Tuscaloosa Children's Theatre (TCT) is searching for a full-time Executive Director. TCT, now in its 37<sup>th</sup> year, is a 501©3 located in Tuscaloosa/Northport, Alabama and operates with an annual budget of approximately \$195,000. TCT is a largely volunteer organization that puts on three children's stage productions each year, conducts summer camps, spring break workshops and after school programming. TCT maintains a rental building for offices, rehearsals and camps, an extensive costume warehouse, a website, social media accounts, and a separate set construction workshop. TCT recently developed a strategic plan and anticipates moving into The Saban Center in downtown Tuscaloosa after completion of that building.

The Executive Director (ED) will report to the Board of Directors (Board) and shall be responsible for the preparation and execution of fund raising, development and programming goals, as well as managing the day to day operation of the organization and the building at 601 Energy Blvd. in Northport, Alabama. This includes, but is not limited to outreach and the coordination and implementation of theatre management processes for productions and workshops by TCT, in conjunction with the Artistic Director (AD) and the Board. The ED will also be the main point person interacting with the Saban Center and will be responsible for other duties not listed that may arise. The TCT Board expects high ethical standards and personal integrity among all employees.

#### Duties and Responsibilities:

Revenue generation with an emphasis on grant writing and donor management

Liaison to the Saban Center to cultivate and maximize that relationship

Development and implementation of good theatre management practices

Strategic leadership to meet/exceed the mission and vision of TCT including implementation of the strategic plan developed by the Board

Budgeting and contract negotiations

Staff management - conduct interviews and recommend to the Board any new hire, requiring Board approval. Collaborate and communicate regularly with the Artistic Director

Communicate effectively and maintain positive relationships with all members of the TCT Board, staff and the community

#### Desired Qualifications

Bachelors Degree required, Master's Degree (preferred) in theatre management and administration or equivalent

Administrative experience in a performing arts non-profit organization

Demonstrated skills in fund-raising, financial management, marketing and public relations, effective time management and organizational skills

Demonstrated success in grant writing

Effective computer skills in word processing, database, spreadsheet, social media, website management and budgeting. Quickbooks experience preferred, but not required

Ability to grow with the organization as it moves forward in its affiliation with The Saban Center

### Summary

TCT is entering an exciting time with the anticipation of a permanent home at The Saban Center. The Executive Director will provide leadership for the mission and vision of TCT and its continued success. This position will provide a salary of \$55,000 and a benefits package to be determined.

Interviews can begin on a rolling basis as applications are received. Candidates should submit a one-page cover letter, a resume and three references electronically to [tuscjobtct@gmail.com](mailto:tuscjobtct@gmail.com).

