

CREEDE REPERTORY THEATRE

As a cultural home for artists, residents, and visitors of the West, Creede Repertory Theatre will create a diverse repertory season of plays, new works, and dynamic education programs.

The Search

Creede Repertory Theatre has begun the search for a new Executive Director to play a leadership role in the strategic growth and direction of this distinguished 52-year-old organization. In addition to strengthening Creede Repertory Theatre's array of theatrical, touring, and education programs, the Executive Director will partner with the Artistic Director, Trustees, and Staff to create the implementation plan for expanded programming, capital improvements, and capacity building initiatives designed to increase the Theatre's impact on its local, regional, and national constituency.

It is Creede Repertory Theatre's intent to hire the successful candidate during the summer of 2017, with employment to commence at a mutually agreed upon date, as soon as possible, thereafter.

History and Background

Founded in 1966, Creede Repertory Theatre is a professional theatre company located at 9,000 feet in the San Juan Mountains of Colorado. CRT's award-winning company produces big city quality productions in this spectacular location from May through September. Each season, CRT produces nine plays in rotating repertory, hosts numerous musical events and concerts, develops new works through the Headwaters New Play Program, and offers nationally recognized educational programming. Nearly 45,000 people saw a CRT production in 2016, either during the summer season in Creede or through CRT's Young Audience Outreach Tour. USA TODAY named CRT as one of the "10 great places to see the lights way off Broadway" and THE DENVER POST hailed CRT as "legendary" and "one of the state's top five theatre companies."

Repertory Theatre

- CRT produces 9 plays in rotating repertory from May through September
- Professional company of over 100 artists from across the United States
- 52 consecutive years of providing high-quality, professional theatre in Creede
- 140 performances in 4 months reaching 20,000+ patrons annually

New Works

- 30% of CRT's plays each season are new works/world premieres
- Headwaters New Play Program
 - Weeklong workshop to develop two new plays alongside CRT's team of professional theatre artists
 - Culminates in a public reading
- 10-Minute Play Festival / 24 Hour Play Challenge

Education

- Young Audience Outreach Tour (YAOT)
 - CRT's Young Audience Outreach Tour is the single largest provider of educational theatre in the region, bringing professional musical theatre to over 24,000 children in over 60 communities
 - Each year, YAOT produces an original musical with educational themes that support core classroom curriculum.
 - Affordable, arts education opportunity for K – 6th graders
 - After the performance, each child receives an original book that reinforces the play's themes and connects with their school curriculum.
 - Bilingual (Spanish/English)
 - Funded by the National Endowment for the Arts
- The KID Show
 - 15 years of providing local youth with the opportunity to create a fully produced, original play alongside CRT's professional company members
 - Free for all participants and patrons
 - National Arts and Humanities Youth Program Award Finalist from 2014 - 2017
- Community Outreach
 - Hands-on educational theatre workshops and residencies
 - Empowering youth through storytelling
- Day Camps
 - 2-4 week-long camps each summer for a variety of age groups taught by CRT's professional teaching artists

Economic Development

- Largest summer employer in Mineral County
- CRT pumps \$5 million into the State of Colorado's economy annually
- CRT event-related spending adds \$25,000+ in sales tax revenue to Creede/Mineral County

The Opportunity

Creede Repertory Theatre is at a crossroads of tradition and innovation. CRT has an experienced and talented staff, supported by a passionate Board. This team seeks an experienced and strategic entrepreneurial leader with the knowledge, skills and experience to expand Creede Repertory Theatre's impact locally, regionally, and nationally. Creativity, demonstrated ability to effectively manage others, excellent interpersonal skills, fundraising experience, and a proven track record in leading successful nonprofit organizations are required for this position.

General Responsibilities Associated with the Position Include:

- Board Governance
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decision
 - Ensure adherence to Board Bylaws

- Financial Performance
 - Develop resources sufficient to ensure the financial health and viability of the organization
 - Responsible for the fiscal integrity of CRT, including the submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
 - Planning and managing the yearly operating budget for the theatre and ensuring that all purchases, renovations, and staffing requirements follow the budget
 - Responsible for fundraising and developing other resources necessary to support CRT's mission
- Organizational Mission and Strategy
 - Work with Board and Staff to ensure that the mission of CRT is fulfilled through programs, strategic planning and community outreach
 - Cultivating relationships with a variety of stakeholders to ensure a supportive environment for the organization
 - Enhancing CRT's image by being active and visible in the community and by working closely with other professional, civic, and private organizations and businesses
- Organizational Operations
 - Responsible for the effective administration of CRT's operations
 - Responsible for the hiring, training, supervising, and retaining of staff, to monitor and ensure successful day-to-day operation of CRT
 - Responsible for all policies, agreements, practices, and other instruments made and entered into on behalf of the organization
 - Supervising the daily business operations of the theatre, including, but not limited to: management of staff and theatre company, oversight of all artistic activities, hiring and firing of employees, ensuring the fiscal integrity of all accounting and financial activities, implementing administrative policies and practices, overseeing the maintenance and upkeep of facilities, promoting positive community engagement, participating in fundraising and development efforts, ensuring the branding, marketing, and communication efforts align with the immediate needs and strategic growth of CRT, and other duties as may be required by the Board of Trustees
 - Develop and lead the management team to achieve the highest level of productivity and quality, aligned with CRT's mission and strategic goals
 - Serve as CRT's primary spokesperson to the organization, the media, and the general public

Knowledge, Skills and Experience

The successful candidate will have:

- A strong working knowledge of the performing arts

- Success in leading and managing nonprofit organizations
- Experience working effectively with a Board, in ways that are transparent, motivating, and inspiring
- Budget management experience, including budget preparation, analysis, decision-making and reporting skills
- Proven ability to balance artistic and programmatic objectives with administrative feasibility
- Ability to effectively and successfully oversee, manage, and collaborate with individuals, a staff team, and a summer company
- Strong systems-minded organizational abilities, including planning, delegating, program development, and task facilitation
- Experience planning, developing, delegating, and facilitating an annual operating plan that incorporates near and long term strategies, that strengthens the Theatre's financial position and physical facilities, and that explores expanded programming opportunities
- Knowledge and demonstrated success in fundraising strategies, donor relations, and all development activities
- Demonstrated success in developing new communities of influence, while growing established networks
- Strong interpersonal skills required to build, maintain and grow, and effectively engage with diverse groups
- Excellent written and oral communication skills

Leadership Characteristics

The successful candidate will have demonstrated the following:

- Transparent and high-integrity leadership
- Engages effectively with all stakeholders
- Takes initiative when required and appropriate
- Provides sound strategic thinking coupled with effective problem solving
- Communicates clearly and effectively with diverse constituencies and audiences
- Demonstrates innovative thinking to grow and develop the organization and its resources
- Creates a positive and rewarding work environment that attracts, develops, and retains highly qualified human resources
- Delegates effectively

Candidate must show the personal maturity required for effective leadership and the ability to develop constructive partnerships with diverse constituencies. The successful candidate will exhibit energy and an eagerness to act as a leader in the local, regional and national performing arts community.

Compensation

Compensation will be commensurate with the requisite experience required for this leadership role. Employee benefits include medical insurance, health savings account, and paid time off.

To Apply

CRT is an Equal Opportunity Employer.

Send confidential letters of interest, resumes, salary requirements, and three references to Mary Sculley, CRT Search Committee Chair: msculley01@gmail.com