



Mailing Address:
P.O. Box 296
Mercer Island, WA 98040

Street Address:
8805 SE 40th Street
Mercer Island, WA 98040

Phone: 206 232 4145
Fax: 206 232 0402
www.youththeatre.org

Job Description

Position Title: Executive Director/Managing Director

Reports to: YTN Board of Directors

EXECUTIVE DIRECTOR / MANGAGING DIRECTOR

Youth Theatre Northwest (YTN) is seeking a talented leader to serve as Executive/Managing Director as it celebrates its 25th year serving the youth of this region. YTN nurtures the intellectual, artistic, and personal development of children and youth through drama education, performing opportunities, and live theatre experience. It is recognized in the region for its excellence in providing an environment for youth that builds self-esteem through self-expression.

About the Position

The Executive/Managing Director is responsible for the overall administrative operations of Youth Theatre Northwest. The position is accountable for managing all aspects of the operations including all departments, theatre operations, satellite operations, financial oversight, staff management and marketing/public relations. It is also responsible for employee, student and audience recruitment and retention. This position has full P&L responsibility for YTN. This individual also serves as the chief ambassador for YTN within the broader communities (King County, Mercer Island, artistic and educational communities) it serves. Collaborates with YTN's Artistic Director to lead the theatre.

Role & Responsibilities

Strategic Oversight

- Accountable for YTN's overall strategic plan and objectives. Measures and reports to the YTN Board of directors on performance and appropriate plan adjustments. Builds effective measurement tools/metrics for all programs and reports accordingly on their performance.
- Conducts annual review and evaluation of current strategy and programs against stated objectives. Measures and reports on performance of those programs as necessary to evaluate strategy and tactics.
- Ensures the successful future of the YTN organization.

Marketing

- Devises annual marketing plans to meet specified objectives and in support of YTN's overall business plan. The plans elements may include but are not limited to: Public relations, newsletters, brochures (education, subscription, etc.), programs, direct marketing, customer data base management, promotions, advertising, events, and media relations.
- Manages execution of all marketing programs/tactics in the plan against timeline and budget. Responsible for annual marketing budget management.
- Develop the overall strategy for the theatre's presence on the internet. Manages the coordination and integration of content for the web site.

Financial Oversight

- Full P&L responsibility for the theatre.
- Accountable for top line growth including Earned (ticket sales, rental, birthday and class revenues) and Un-earned (grants and donations) income sources.
- Manages expenditures for the organization to ensure compliance with approved budget.
- Accountable for ensuring all grant applications available are submitted.

Our Mission: Youth Theatre Northwest nurtures the intellectual, artistic and personal development of children and youth through drama education, performing opportunities and live theatre experiences. We are a school and a theatre. Surprising as it might sound, it is not our mission to produce young actors. Our curriculum is designed to develop life skills such as confidence, critical and creative thinking, cooperation, and aesthetic sensitivity.

Board of Directors: Lesley Bain, Karen Beck, Michael Gagliardo, Monica Gardenier, Kathy Gersch, Doreen Kindred, Nancy Kolton, Megan Nichols, Deborah Perluss, Anita Poppe, Kirk Redmond, Eric Rudder, Elizabeth Savage, Becky Showalter, Stowe Sprague.

- Accountable for leading all fundraising activities and donor cultivation.

Community Building

- Manage and build relationships with community constituent groups including governmental, civic, non-profit, artistic and other community organizations.
- Manage and build donor base.
- Manage and build relationships with parent community.
- Develop relationships with all partner organizations including those renting space from YTN.

Operations

- Leads a staff accountable for executing all YTN programs including: Productions, On-site Education, Satellite Education Programs, and all other operations. Partners with Artistic Director as right and left brain balance.
- Oversee the YTN staff to ensure effectiveness and efficiency of the team.
- Accountable for creating a team environment for all employees and a positive environment for the children.
- Manage all back office and ticket office operations seamlessly.

Other

- Responsible for supporting YTN with other duties as needed from time to time.
- This position reports to the Board of Directors.

Desired Qualifications

- Progressively responsible experience in management.
- Minimum 5 years overseeing marketing, creative, and/or PR.
- Experience in a role with P&L management responsibility.
- Fundraising experience including large donor relationship management.
- Non-profit / Theatre Experience.
- Experience in the education sector is preferred.
- Bachelor's degree in a related discipline preferred.

Knowledge, Skills, & Abilities

- Results-oriented planner and who can delegate to ensure that goals are met. Ability to function independently. Proven leadership capabilities.
- Strategic thinker: Innovative and future-oriented in thinking and operation, strong problem solving, negotiation and analytical skills, ability to instill a sense of urgency.
- Team Builder: strong leadership and staff management skills, ability to develop his/her people, high level of integrity and professionalism.
- Operational expertise: strong organization and operational skills, ability to handle multiple tasks, stressful situations and deadline pressure, articulate and confident in a group setting.
- PC Proficiency (Word, Excel, Outlook, PowerPoint, Access).
- Able to work in a fast paced, changing environment.
- Ability to maintain confidentiality of privileged information.
- Excellent communication skills, written and verbal. Polished interpersonal and personnel management skills.
- Understanding of budget and timeline management.

Applications

Applications will be accepted until the position is filled. Please submit all resumes electronically to search@youththeatre.org. YTN will consider candidates from across the U.S.; however, no relocation expenses will be reimbursed in this role. YTN does not discriminate based on age, gender, race, color, national origin, religion, disability, familial status, sexual orientation, political belief or creed.