

Town Hall Arts Center - Executive Director Job Description

About Town Hall Arts Center

Founded in 1982, the Littleton Town Hall Arts Center (THAC) is a 501(c)(3) not-for-profit corporation. Our mission is to enrich the cultural, social and educational life of the community through professionally produced live theatre, concerts, other cultural events and year-round educational programs for children and adults. Program highlights include:

- Last year more than 30,000 tickets were sold for THAC's six mainstage shows, with 10% of those patrons attending for the first time. An additional 1,300 tickets are donated annually to underprivileged individuals and local charities.
- Concert Programming includes 15 performances featuring regional favorites entertaining patrons of all tastes, from jazz to cabaret to rock and roll.
- Educational Programs designed to expose kids, ages 5 – 18, to the art of theater and train them in the finer points of acting, dance, and design. Each year THAC sees more than 5,000 kids from over 160 schools.
- Stanton Art Gallery in Town Hall showcases painting and mixed-media exhibitions and provides the public an opportunity to view and purchase works by local artists.
- THAC is regularly recognized through award nominations and reviews for the high quality productions and performers. Town Hall was also voted #5 Best Theatre in the Denver area and #3 Best Theatre Group by Denver's A List
- Our historic 1920s building is perfectly situated in the heart of downtown Littleton and is a hub of activity during annual events including the holiday candle light walk, Western Welcome Week parade and summer bicycle criterion.

Organizational Structure and Governance

THAC is governed by a volunteer board of up to 15 directors. The Executive Director is the CEO of Town Hall Arts Center and is charged with working with the board in developing the strategies to carry out the objectives and policies of the Board of Directors within the established budgetary guidelines. He/she is charged with overall administration of the staff, facility and funds and operates as an ambassador at large to the city, community, sponsors, donors and patrons, being the face of Town Hall Arts Center.

The Executive Director is supported by a leadership team including its Director of Marketing and Operations, Director of PR and Development, Education Director, Technical Director and Box Office Manager who oversee four additional full-time employees and a part-time staff of eight. Additionally, THAC engages hundreds of contract directors, designers, teachers and performers and 145 active volunteers in the execution of the organization's programming.

Finances and Economic Impact

In 2018 Town Hall Art Center's revenues totaled approximately \$1,400,000. THAC benefits from the region's Scientific and Cultural Facilities District (Tier 3) as well as support from numerous other granting entities including annual support from the City of Littleton.

As a primary anchor in downtown Littleton, THAC draws more than 44,000 visitors annually, with an estimated \$500,000 impact on local restaurants as part of their THAC experience.

Looking Ahead

With strong support from the Board, staff and community partners, THAC is in the first phase of an ambitious expansion plan known as Vision 2025. This endeavor seeks to grow the organization by establishing a second facility complementing our historic downtown theater with much needed rehearsal, educational, black box, administrative and technical space.

Once the second facility is committed, a capital campaign will launch to remodel and improve the 1920 building housing THAC's primary performance theater and public spaces.

Along with the challenges of these physical and capacity growth opportunities, the Executive Director will be responsible for leading the expansion of educational programming, additional performance opportunities, and an expanded role as a cultural leader in the community.

Executive Director

Reporting to the Board of Directors, the Executive Director has oversight of all THAC activities and responsibility for its financial well-being. The overarching challenges for the Executive Director will be split between external focuses and the need for internal growth management: building on the organization's legacy of offering high quality programming while planning and executing on an ambitious plan for growth.

The broad objectives for the Executive Director are as follows:

- Provide vision and inspiration to propel THAC towards greater local and regional cultural impact as a destination whose performances and programming are relevant and satisfying to audiences.
- Serve as the primary spokesperson for the organization's mission, vision, achievements and ambitions to key constituencies and stakeholders.
- Play a lead role in personally cultivating and soliciting sponsorships, grants and donors, and in broadening and diversifying THAC's philanthropic base.
- Successfully launch, lead and complete the Vision 2025 plan including a \$3-5 million capital/fundraising campaign.
- Ensure effective leadership and management throughout the organization, promoting a sense of shared purpose. Delegate effectively to a cohesive high-quality staff, fostering teamwork between current employees and additional hires needed for expanded space and programming.
- Lead Board members and staff in developing, communicating and implementing a strategic plan with established priorities, strategies and measurements of success.
- Serve as the primary liaison between the Board of Directors and staff. Ensure a high engagement of Board members, working with the board on fiduciary, planning and policy matters.
- Help identify and recruit new Board members and provide a quality on-boarding process.
- Pursue creative opportunities that will help earn income and expand participation, while continuing to honor the organization's legacy of quality and inclusive programming (*The Executive Director is not an artistic director; season programs are determined by advisory committees of which the Executive Director is a member*).
- Reinforce and build strategic partnerships, while underscoring THAC's longstanding and important role in the community.
- Continue the sound financial discipline that permits ongoing operational and programmatic enhancement.

Qualifications and Experience

- Track record of providing visionary leadership and effective management of a comparable sized organization, preferably one with theatrical, art, educational or cultural activities.
- Experience with non-profit governance, ideally having reported to a governing board.
- Demonstrated success in fundraising from private and public sources. Experience with a capital campaign in excess of \$3 million would be an advantage.
- Strong interpersonal skills and a record of building and sustaining partnerships with diverse groups and stakeholders including community members, public officials and professional colleagues.
- Outstanding demonstrated skills in team building and staff development,
- Proven business acumen, discipline and focus. A demonstrated track record of setting realistic priorities, meeting and beating goals, and running a fiscally sound operation.
- Experience opening and managing multi-site organizations, construction management and oversight would be an advantage.
- Exceptional written and verbal communication skills and the ability to be a persuasive and outgoing ambassador for THAC.

To Apply

Review of candidates will begin on February 23, 2019. Inquiries and applications – including a resume and 1-3 page letter of interest – should be directed electronically to:

T. Scott Smith, Principal and Managing Partner
Stonehill Consulting Group, LLC
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Town Hall Arts Center is an equal opportunity employer.