



Executive Director Position Description

ABOUT LIVE ARTS

Powered by almost 1,200 volunteers, Live Arts is a national model for engaged community theater. For more than three decades, we've dedicated ourselves to the mission of "forging theater and community" in downtown Charlottesville. Our engagement in local communities runs deep, and we happily attract participants and audiences from across Central Virginia. We're known for exceptionally high caliber productions that reflect the remarkable talent of our volunteer actors, designers, and production teams. We're also known for our provocative programming that makes us unique among community theaters.

We are the anchor tenant in a custom-built, four-story performance space in the heart of downtown. The building is shared with two other respected arts organizations and owned by a separate nonprofit, Charlottesville Contemporary Arts, Inc. (CCA)

Live Arts is a hub for creativity, theater education, and community connection. Each year, we present a compelling season of plays and musicals. Since 2023, we have presented an ambitious, multi-week festival of new works that attracts playwrights from across North America. We welcome students of all ages to our year-round classes and workshops, offer teen and young adult playwriting programs, and run award-winning youth summer camps that introduce young artists to all aspects of theater.

We support the development of local works and provide resources for volunteer-led groups including the Playwrights' Lab, Readers' Circle, Costume Guild, and Scenic Tech Guild. And for more than 25 years, we have provided tech support to high school and college theater groups performing at the Edinburgh Festival Fringe in Scotland.

We aspire to be "a welcoming home for all stories and storytellers." Our work is guided by six core values and beliefs:

- **Community**—We believe in forging community connections by engaging people in the creation of locally produced, volunteer-powered theater.
- **Creativity**—We believe in the power and beauty of creative expression in all its forms.
- **Equity**—We believe that advancing diversity, equity, inclusion, and accessibility is essential to the creation of relevant theater. We believe in treating every person with respect.
- **Social Change**—We believe in theater as a platform for social change and a way to

explore the pressing issues of our time.

- **Learning**—We believe in the joy of learning, personal growth, and the value of education at every stage of life.
- **Artistic Courage**—We believe in artistic excellence, pushing boundaries, and taking risks in all aspects of our work.

It takes more than \$1.1 million annually to fund this remarkable nonprofit theater. In a typical year, half of our income comes from ticket sales, education fees, rentals, and concessions. Grants, sponsorships, and philanthropic gifts make up the other half.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Board, the executive director is accountable for the overall success and viability of the theater. Leading a team of 11 full-time and part-time employees (plus contractors), the executive director is responsible for the day-to-day management of the organization, advancing its mission and vision, ensuring its long-term fiscal health, and executing the priorities in its strategic plan.

Financial Management & Stewardship

- Prepares and manages an annual operating budget that is balanced, is sustainable, and provides sufficient resources for productions, programs, staffing, volunteers, and operations.
- Provides leadership on special funding initiatives to support building or capital improvements, volunteer or artistic initiatives, operating reserve funding, a quasi-endowment, and/or structural cost reductions.
- Serves as the chief development officer charged with securing the resources to fulfill the mission. Collaborates with the Board Development Committee and staff to achieve annual and long-term development goals. Manages the work of the development team, including a gift officer, grant writer, data manager, and marketing coordinator.
- Oversees all accounting functions including financial analysis and reporting, capital asset and property management, auditing, and payroll in accordance with generally accepted accounting principles, Board policies and procedures, and all applicable rules and guidelines.
- Manages the bookkeeper and collaborates with the Live Arts Board treasurer to keep the Board informed on the organization's finances.
- Ensures compliance with Board directives and applicable grantor, federal, state and local requirements.

Strategic Planning & Management

- Works with the Board to develop a three-year Strategic Plan that advances the mission and fully supports the vision and values of the organization. Implements the plan and regularly reports to the Board and community on progress.
- Works with the Board and staff to develop policies and procedures that reflect Live Arts values and guide operations. Ensures that those policies and procedures are consistently and fairly implemented.
- Employs data-driven strategies to uncover actionable insights for informed decision-making in business operations.
- Designs a staffing plan that addresses the essential and emerging needs of the organization at a time of constant change. Manages full- and part-time staff, contractors, and vendors.

Board Engagement

- Serves as an active but non-voting member of all Board committees and task forces.
- Participates in the Board recruiting, orientation, and evaluation process.
- Encourages board members to actively engage in the governance, fundraising, fiduciary, strategic, and community building efforts of the organization.

Community Relations

- Is an active presence in the greater Charlottesville community as part of Live Arts' mission to "forge community."
- Develops and nurtures relationships with the City of Charlottesville, Albemarle County, University of Virginia, Virginia Commission for the Arts, regional and national performing arts organizations, foundations and granting institutions, national theater affiliates, and local schools and nonprofits.
- Develops and nurtures partnerships organizations serving priority communities, including African, Latinx, Asian, Arab, and Native American (ALAANA); LGBTQ+; and under-resourced.

Human Resource Management

- In partnership with the artistic director, handles all aspects of human resource management including hiring and terminating employees, developing position descriptions, setting compensation, evaluating performance, maintaining accurate personnel records, and applying Board-approved employee policies and benefits in accordance with federal and state requirements.
- Manages, coaches, and mentors Live Arts staff members.
- Resolves employee complaints and disputes in a timely and equitable manner in accordance with the Live Arts Employee Manual.

Volunteer Management

- Works with the artistic director and volunteer manager to recruit, engage, and support an expanding corps of production and nonproduction volunteers.
- Actively supports a culture of volunteerism within Live Arts and the community.
- Works with the artistic director to resolve volunteer complaints and disputes in a timely and equitable manner in accordance with the Live Arts Volunteer Manual.

Marketing

- Works with the artistic director to oversee marketing, media relations, social media, branding, and community relations for the artistic season, educational program, volunteer engagement program, development department, and special events.
- Elevates and protects the Live Arts brand.
- Co-manages the marketing coordinator with the artistic director.

Education Management

- Oversees the planning, budgeting, and implementation of the year-round education program.
- Hires, supervises, and develops the education director in partnership with the artistic director.
- Evaluates effectiveness and impact of education program and budget.

Vendor Management

- Negotiates and manages vendor services, particularly for insurance, employee benefits, tech support, and financial services. Secures providers that best meet the organization's evolving needs.
- Manages the Fringe director, who recruits and manages a Live Arts tech team that supports high school and college drama teams participating in the Edinburgh Festival Fringe. Negotiates and ensures the fulfillment of Live Arts' contract with Worldstrides, Inc.

Facility Management

- Oversees the technical director responsible for facility management, including maintenance, repairs, and custodial needs of the building in collaboration with the building owner and facility management contractor.
- Achieves maximum utilization of the facility as an artistic and educational hub for the Charlottesville community.

QUALIFICATIONS

Attributes

- A love of theater and the people who make it.

- An appreciation of Live Arts' mission, provocative programming, and legacy as a volunteer-powered community theater.
- An abiding commitment to advancing diversity, equity, and inclusion at Live Arts and in the community.
- A collaborative, transparent leadership style that exemplifies kindness and respect.
- A strategic, innovative approach to change management and problem solving.
- High emotional intelligence and an ability to build relationships of trust.
- Resiliency, positivity, and confidence.

Desired Skills

- Strong financial management experience, including budgeting.
- Demonstrated success in nonprofit fundraising.
- Demonstrated ability to recruit, manage, inspire, and lead a diverse team.
- Track record of community engagement and outreach.
- Strong nonprofit management experience, including working with a Board.
- Strong communication skills, both oral and written.
- Excellent organization skills and ability to meet a deadline.
- Strong technology and data management skills.
- Highly developed listening skills and empathy.
- Volunteer management experience.
- Experience in managing a facility and building operations.
- Marketing, media relations, and social media experience.

Qualifications

- At least five years of arts administration experience, with at least three years of direct staff management experience.
- At least four years of budget and/or financial experience with decision-making authority.
- Track record of successful nonprofit fundraising, including securing grants, sponsorships, and major gifts.
- Willingness and ability to work evenings and weekends, as needed.

COMPENSATION AND BENEFITS

This is a full-time, exempt position that reports to the Board of Directors.

Benefits include the following:

- Individual health and dental insurance after 45 days of employment. Live Arts pays 80% of the premium.
- 20 days of paid time off annually during the first five years of continuous employment.
- Nine paid holidays each year, including one "floater holiday" to be used at the employee's discretion.
- Subsidized downtown parking.
- Complimentary tickets to shows.

