

## **GESA POWER HOUSE THEATRE – EXECUTIVE DIRECTOR – FULL TIME**

Job Title: Executive Director

Supervisor: Board President, Board of Directors

Pay Range: \$60,000 - \$75,000 annual salary, DOE

Classification: Exempt

Location: 111 North 6<sup>th</sup> Avenue, Walla Walla, WA 99362

Date: June 2023

Gesa Power House Theatre (GPHT) is community owned and operated by Power House Theatre Walla Walla (PHTWW), a 501(c)(3) nonprofit organization. PHTWW seeks a passionate individual for a full-time, exempt position as the Executive Director to lead the dynamic team at PHTWW. Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for PHTWW's staff, programs, services, and execution of the organization's mission fulfillment. The Executive Director will develop a deep knowledge of the field of nonprofit arts organizations, in addition to the theater's core programs, operations, and business plans. This role is the face of PHTWW and requires the top tier of customer service and communication skills.

### **ABOUT THE GESA POWER HOUSE THEATRE**

Founded in 2011, Gesa Power House Theatre is a 300-seat performing arts theater located in downtown Walla Walla, Washington. Our venue is on the Washington State Building Preservation Commission list of historic buildings and listed on the National Register of Historic Places. We have grown into a local hub for live performances, including in-house productions, as well as an events center for public and private events. On average, our theater is visited by 20,000 people each year.

The day-to-day operations of PHTWW are managed by a small team of dedicated staff and contractors and is supported by many volunteers. A spirit of teamwork and collaboration drives the organization's efforts to fulfill its mission to generate a strong, inclusive community through performing arts.

### **ESSENTIAL DUTIES AND CORE RESPONSIBILITIES**

#### **Leadership & Management:**

- Provide visionary leadership with all aspects of the organization and operational systems; self-directed approach to management style and leads with integrity; creates timelines and secures resources needed to achieve the objectives of the business plan; manages implementation of the outlined action items to fulfill outlined business plan objectives.
- Work with Artistic Director to ensure ongoing programmatic excellence through the curation of a performance season with high quality shows with a variety of artists/performers at ticket prices within the economic means of a broad spectrum of our community. Through performing arts, reach audiences of all ages while providing a balance of artistically rich and diverse programming that helps fulfill PHTWW's mission.

- Actively engage and energize PHTWW's volunteers, Board of Directors, Board committee members, donors, and community stakeholders.
- Has a strong commitment to the advancement of Diversity, Equity, and Inclusion (DEI) values throughout the organization.
- Develop, maintain, and support a strong Board of Directors; seek and build board involvement with strategic planning and implementation.
- Lead, coach, develop, and retain PHTWW's employees and independent contractors. Create a collaborate working environment where differences are celebrated and multiple perspectives are encouraged. Ensure organization's compliance with applicable laws and employment best practices.
- Ensure PHTWW has effective systems and regularly evaluates program and services. Facilitate rigorous evaluation and measure successes that can be effectively communicated to the Board, donors, and other constituents.
- Oversee all stage and venue rentals. Work with Production & Events Lead in contract reviews.
- Oversee maintenance and upkeep of venue. Work with Production & Events Lead, and other staff and contractors to maintain and repair the historic building and its grounds.

### **Fundraising & Communications:**

- Work with Board and staff to expand local revenue by engaging in all fundraising activities. Through effective fundraising, support existing programs and operations while simultaneously raising funds to retire building debt.
- Oversee planning, development, and execution of all fundraising efforts.
- Oversee development of marketing and communication plans. With Marketing Manager, deepen and refine all aspects of communications—from web presence to external relations, with the goal of supporting audience development and engagement.
- Use external presence and relationships to garner new opportunities and partnerships for PHTWW.
- Frequently attend community events, fundraisers, and shows at PHTWW.

### **Planning & New Business:**

- Work with Board of Directors to complete the strategic business planning process for the organization as needed.
- Serve as the key representative of PHTWW within the community and with external agencies including donors, funding institutions, community leaders, and governmental agencies. Begin to build new partnerships and cultivate new donors, while maintaining current relationships with the funders and other constituents.
- Work with Board Treasurer on annual budget planning and projections as needed.

## QUALIFICATIONS

The Executive Director will be thoroughly committed to PHTWW's mission. All candidates should have proven leadership, coaching, and relationship management experience. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The ideal candidate will have the following characteristics:

- Bachelor's degree with at least 10 years of senior management experience; track record of effectively leading staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Intermediate-to-advanced level skills with Microsoft Office and technology, including applications such as Word, Excel, and G-Suite products. Comfortable using donor management software and ticketing systems.
- Unwavering commitment to mission-driven work through quality performing arts programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing Board relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and diverse groups of people.
- Exemplary communication skills including a persuasive and passionate communicator, high level of comfort with public speaking, and highly developed interpersonal skills.
- Action-oriented, entrepreneurial, adaptable, and innovative with exemplary diplomacy, patience, and a sense of humor.
- Valid driver's license.
- Must be able to remain in a stationary position at least 50% of the time, as required for office related tasks/projects.
- Must be able to climb stairs and walk around for event support.
- Ability to lift up to 25 pounds, bending, reaching above the shoulder for event set-up/breakdown needs and general operations.

Additional preferred considerations include:

- Commitment to continual learning among staff and Board of Directors, advocating for time and resources necessary for meaningful personal and professional growth related to the mission of PHTWW.
- Understanding of programming trends in regional and national performing arts venues.
- Demonstrated experience in managing a large and/or historic facility.
- Ability to forecast variances in expenses and revenue for annual budget.
- Successful record of setting a vision for, managing, and implementing strategies that scale programs, initiatives, or organizations to a new growth phase.
- Familiarity with the Walla Walla Valley and established connections to local businesses, governmental and elected officials, and other community leaders.
- Advanced degree, ideally an MBA.

## ATTENDANCE/SCHEDULE REQUIREMENTS

This position requires a flex schedule. Successful applicants must be able to work a flexible mixture of weekday hours (Monday - Friday), weekend (Saturday and Sunday), and evenings (after 5:00 p.m.). This is a full-time, exempt position working approximately 40 hours per week. Compensation for this position will be commensurate with experience with a salary range between \$60,000 - \$75,000. Benefits include Paid Time-Off (vacation and holidays) and a Simple IRA match.

Power House Theatre Walla Walla is an equal-opportunity employer, and hiring decisions are not made on the basis of race, sex, religion, national origin, age, sexual orientation, or disability.

To apply, please send a cover letter, resume, addressed to the Board President via email at [jobs@phtww.org](mailto:jobs@phtww.org). As applicable, also include a link or copy of portfolio or other pertinent work examples. All applicants may be subject to a full background check.