

GESA POWER HOUSE THEATRE – EXECUTIVE DIRECTOR – FULL TIME

Job Title: Executive Director

Supervisor: Board President, Board of Directors

Pay Range: Starting at \$82,000 per year, DOE

Classification: Exempt

Location: 111 North 6th Avenue, Walla Walla, WA 99362

Posting Date: July 2026

Power House Theatre Walla Walla (PHTWW) seeks a full-time Executive Director to provide strategic, operational, financial and community leadership for the organization. Reporting to the Board of Directors, the role oversees staff, fundraising, venue operations, programming, fiscal management and mission fulfillment while serving as a key representative of PHTWW to patrons, donors, partners, volunteers and the broader Walla Walla community.

ESSENTIAL DUTIES AND CORE RESPONSIBILITIES

Leadership & Management

- Provide visionary leadership across the organization; lead team members with integrity, secure and manage resources while implementing the business plan objectives.
- Work with the Board of Directors and staff to develop and implement strategic business plans to sustain and grow the organization.
- Oversee financial operations, including accounts payable, payroll, reporting, budgeting and compliance with state and federal reporting requirements.
- Team with the Artistic Director to curate and manage a high-quality performance season, offering diverse programming at ticket prices accessible to a broad spectrum of the community.
- Oversee ticketed performances, including contract negotiation, performer communication, rider coordination, and day-of-performance logistics.
- Actively develop, engage and energize staff and volunteers.
- Maintain and manage relationships with independent contractors and ensure relevance and necessity of services based on business plan and budget.
- Actively develop, engage and energize Board members, committee members, donors, and community stakeholders.
- Demonstrate a strong commitment to diversity and accessibility, both in internal management and theatre operations. Foster an inclusive working environment, where differences are respected, and multiple perspectives are encouraged.
- Oversee stage and venue rentals and work with the Production & Events Lead on contract review and execution.
- Oversee venue maintenance and upkeep, working with the staff and contractors to maintain and repair the historic building and grounds.
- Represent PHTWW in regional arts and community initiatives, such as CoWalla Creative District or other special interest groups. Develop and maintain relationships within civic and community organizations.
- Serve as the primary point of contact for emergency alarm response and related communications.

Fundraising & Communications

- Work with the Board, Treasurer, and staff to establish fundraising goals, expand local revenue, and implement strategies that support programs and operations.
- Partner with the grant coordinator to identify grant funding opportunities and plan and review grant applications and proposals.
- Develop and nurture relationships with donors and patrons to promote lasting support for PHTWW.
- Oversee marketing and communications: manage both paid advertising with various media outlets, and contracted social media marketing agency to strengthen communications, web presence, external relations, audience development, and community engagement.
- Create electronic communications for followers, donors, and patrons, including season programs, and monthly programming material.
- Leverage external relationships to identify new opportunities and partnerships for PHTWW.
- Regularly attend community events, fundraisers, and PHTWW performances.
- Attend trade shows and expos, as available, to promote venue rental opportunities and upcoming programming.

Arts Outreach

- Manage and oversee Arts Education Outreach programs and related fundraising efforts.
- Partner with local schools and veteran's organizations to expand performing arts exposure and access for the community.

Qualifications

The Executive Director will be deeply committed to PHTWW's mission and will bring proven leadership, coaching, organizational management, and relationship-building experience. The ideal candidate will demonstrate the following qualifications:

- Bachelor's degree and at least 10 years of senior management or leadership experience, including a successful track record leading staff and implementing strategies that support organizational growth.
- Commitment to mission-driven work, high-quality performing arts programming, and data-informed program evaluation.
- Strong organizational management skills, including the ability to coach staff, build high-performing teams, set and achieve strategic objectives, and manage budgets.
- Commitment to continual learning among staff and Board members, including advocacy for time and resources that support meaningful personal and professional growth aligned with PHTWW's mission.
- Intermediate to advanced technology skills, including Microsoft Office applications such as Word and Excel; comfort using donor management software, ticketing systems, and QuickBooks Online.
- Demonstrated success working with a Board of Directors and cultivating strong Board relationships.
- Ability to forecast expense and revenue variances for the annual budget.
- Experience in marketing, public relations, fundraising, and stakeholder engagement.
- Excellent communication skills, including persuasive written and verbal communication, comfort with public speaking, and highly developed interpersonal skills.

- Action-oriented, entrepreneurial, adaptable, innovative, diplomatic, patient, and collaborative.
- Valid driver's license.
- Ability to perform both seated office work and tasks more physical in nature to support event setup, breakdown and general operations: climb stairs, lift up to 25lbs and perform bending, reaching and overhead movement.

Preferred Qualifications

- Understanding of programming trends in regional and national performing arts venues.
- Demonstrated experience managing a large and/or historic facility.
- Familiarity with the Walla Walla Valley and established connections with local businesses, government and elected officials, and community leaders.
- Advanced degree/MBA desirable.

ATTENDANCE/SCHEDULE REQUIREMENTS

This full-time, exempt position requires a flexible schedule of approximately 40 hours per week, including a mix of weekday, evening, and weekend hours as needed to support performances, events, meetings, and organizational priorities. Compensation will be commensurate with experience; benefits include paid time off, holidays, and a SIMPLE IRA match.

Power House Theatre Walla Walla is an equal opportunity employer. Hiring decisions are made without regard to race, sex, religion, national origin, age, sexual orientation, disability, or any other legally protected status. To apply, please send a resume and cover letter addressed to the Board President via email at jobs@phtww.org. Applicants may also include a portfolio link or other relevant work examples. All applicants may be subject to a full background check.