

Flint Cultural Center Corporation
601 E. Second St., Flint, MI 48503
Job Posting

Job Title: Executive Director of The Whiting & The Capitol Theatre
Organization: The Whiting & The Capitol Theatre
Reports to: FCCC Board Chair and Whiting/Capitol Council Chair
FLSA status: Exempt

Description:

The Executive Director provides visionary leadership for Genesee County's premiere performing arts facilities – The Whiting and The Capitol Theatre and serves as their primary administrator and spokesperson.

The general responsibilities are:

- 1) Providing programming vision for The Whiting Presents season and the Capitol Theatre shows, developing the season, negotiating with and booking talent, overseeing outreach and education components, and overseeing rentals;
- 2) Consulting on and assisting in production of special events and other activities which feature performing artists;
- 3) Providing oversight for marketing, production needs and front of house services for The Whiting and The Capitol;
- 4) Hiring and developing personnel;
- 5) Developing fundraising and grant strategies;
- 6) Providing a strong community presence and building partnerships with entities both locally and statewide.

Qualifications:

- Candidates must be a strong, dynamic leader, articulate and passionate about the role of performing arts in building a community. They must demonstrate a high energy level, sense of humor, possess skills in diplomacy and tact, and a commitment to diversity of programming. Knowledge of Broadway, popular entertainers, music, dance, and family programming is important. Given the nature of the arts, there must be a willingness to work flexible a schedule, including extended work days and weekends.
- Bachelor's degree required, Master's preferred
- A minimum of ten years in a senior management position including the hiring, supervision, and development of staff
- Experience in developing and administering budgets that encompass the management of resources and the reconciliation of competing needs in excess of available resources.
- Good interpersonal skills, including listening, with demonstrated ability to work with diverse groups of people. Must have the ability to build teams, work as a team member, foster a cooperative work environment and maintain effective relationships.
- Demonstrated project planning and management, time management, and priority setting skills. Ability to work successfully in a high stress environment, handling multiple tasks and projects simultaneously. Demonstrated history of on-time delivery of projects; project coordination; and anticipation of issues.
- Communication skills that allow meaningful interactions with patrons, campus partners, potential donors, and the public to discuss ideas and solve problems with tact, courtesy and enthusiasm.
- Experience in building a strategic plan and the ability to engage stakeholders in the strategic planning process
- Experience in fundraising and grant development
- Experience in programming a diverse season, handling contract negotiations for the shows, and oversight of productions
- Experience managing a union contract
- Experience developing and managing outreach and education programs and building partnerships with both K-12 schools and colleges
- Knowledge of the community, the state, and Midwest cultural climate and audience trends
- Experience working directly with a Board of Directors and Board committees

Email or send resume, cover letter and references to:

Apply To:

Email: hr@fcccorp.org
Human Resources
Flint Cultural Center Corporation
601 E. Second St., Flint, MI 48503

Date Posted: 5/6/19 **Date Expires:** 5/20/19

The Flint Cultural Center Corporation is an Equal Opportunity Employer