

**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 in conjunction with the Board of Directors, will champion programming and fundraising for the purpose of funding imaginative concerts, events and educational opportunities; offering creative new performing arts experiences; and initiating innovative collaborations and community engagement.

The general responsibilities are:

- Provide full oversight of all aspects of the organization, including but not limited to, programming, fundraising, finance, administration, marketing, community presence, operations, and property management.
- Facilitate the long-term artistic budget and operating plan, including concert presentations, educational programs, and revenue-producing rental activities, as well as managing the organizational structure needed to maintain the facility at the highest caliber.
- Act as the fundraising leader, including gifts, grants, sponsorships, endowments, capital campaigns, special projects and events.
- Responsible for programming, artist relations, educational programs, and concert productions.
- Develops the annual operating budget for the Whiting/Capitol and monitors performance to meet/exceed goals.
- Develops and leads a dynamic staff to fulfill the organization's overall mission.

**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

To apply, please submit your cover letter, resume and professional references to: [hr@fcccorp.org](mailto:hr@fcccorp.org)

**Posting Date:** 7/24/19      **Expiration Date:** 8/31/19

**The Flint Cultural Center Corporation is an Equal Opportunity Employer**