

JOB DESCRIPTION

Employee Name: Phillip H. Colglazier

Job Title	Executive/Artistic Director
Department	Administrative and Production
FLSA Classification	Exempt
Reports To	Executive Committee
Date Created/Revised, By	June 10, 2025, Phillip H. Colglazier

Summary/Objective

The Executive/Artistic Director oversees all aspects of the daily operations of the organization (administrative and artistic), quality, quantity and process. This includes Administrative/Personnel Operations, serving as the liaison between board of directors and staff for all board committees such as Board Development, Finance, Fundraising, Philanthropy, Marketing, Education, Artistic, and any future assigned Committees. The Executive/Artistic Director is the lead person with the Anthony Awards, Facilities, and Human Resources, while serving as the liaison between Arts United and the organization.

Essential Functions

Personnel

- Recruit, interview, hire, and train new staff (with staff support when needed)
- Handle discipline and termination of employees in accordance with company policy
- Oversee the daily workflow of the organization (administrative and artistic)
- Provide direction and goals to direct reports and to the organization as a whole
- Conduct monthly individual one-on-one meetings with direct reports to discuss quality and performance of their duties
- Provide constructive and timely performance evaluations annually per company policy
- Supervise staff to work as a team, communicating effectively with peers/co-workers and with volunteers, facility management and personnel
- Develop, Restructure and maintain all job descriptions
- Work directly with Human Resource consultant in providing HR services to the staff
- Conduct Bi-monthly staff meetings

Board Development and Operations

- Serve as liaison between the board of directors and the staff
- Serve as administrative assistant to the board
- Guide and assist the board of directors in the organization's direction/long range plans
- Implement and oversee board of director's decisions and directives
- Set and compile board's consent agenda and support materials for all board meetings with board president's approval
- Serve as main liaison for board's committees so that committees work towards common goals, bring committees together when needed. Serve on and/or attend the following current board committees: Anthony awards, artistic, board development, executive, finance, fundraising, long range planning, and Philanthropy

Finances

- Serve as main liaison between the treasurer/finance committee chair and finance committee and the financial needs, status, opportunities, and shortfalls of the organization's finances
- Develop the annual operation budget with Targeted Services and staff to be approved by the finance and executive committees, and then by the board of directors
- Oversee and secure funding from grants (education, operating, program & capital support), sponsorships of productions and fundraisers, and donations
- Oversee financials with the Finance Committee and budgeting with the staff with Finance Committee and Board approval

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Marketing/Audience Development

- Serve as main public relations representative of the organization
- Approve all copy and promotional materials produced by the marketing director/department
- Attend all opening night receptions

Education

- Oversee and monitor efforts of the education director and program funding

Community Representative/Outreach

- Initiate, develop, and oversee community collaborations to build audiences, organization's image and income
- Attend all Arts United special events and other meetings
- Secure staff representative to attend AU Council meetings as needed
- Serve as main spokesperson for the organization and call on board president when needed
- Conduct pre-show speeches live or recorded before each performance
- Serve as guest speaker for community groups

Facility

- Set production schedule; auditions, rehearsals, scene shop construction, load-in, mounting, tech rehearsals, cast rehearsals, performances, and strike
- Schedule board committee and administrative meetings, and board meetings

Artistic

- Oversee all aspects of the daily operations of the artistic/production operations
- Hire and contract all qualified key artistic/production team personnel: Lighting Designer, Scenic Designer, Scenic Artist, Guest Directors, Guest Choreographers, Sound Engineers/Operators, Master Carpenter (if needed), Stage Managers, Assistant Stage Managers, and Prop Master
- Schedule Productions Concept and Planning meetings (3 to 4 per show); follow-up on progress to ensure quality and completion of work on time
- Secure royalty rights, materials, logos for all productions
- Guide and provide administrative support for the artistic committee to secure a successful line up of productions each season
- Determine artistic presentations with artistic team for special events, Anthony Awards and outreach performances
- Oversee Anthony Award balloting, calculations, award recipients' announcement envelopes, and order award statuettes, plaques, and award engraving

Non-Essential Functions

Personnel

- Maintain, update and implement employee manual and its contents
- Responsible for overseeing employee time tracking
- Collect and Process hourly employees' timesheets biweekly

Finances

- Work directly with Targeted Services for accounting services
- Oversee and secure funding from memberships, single ticket sales (box office sales), program advertising, costume and scenic/prop rentals and, if implemented, all fund campaigns

Marketing/Audience Development

- Oversee operations and direction of the organization's marketing/audience development efforts and expenditures in collaboration with the marketing director

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- Oversee and monitor efforts of the education director with the IN THE WING program (ITW), Project Lights Up Program (PLU), Allen County Juvenile Theatre Program, Summer Intensives/Camps, Conservatory, and all other education-related programming
- Conduct artistic/educational workshops with staff and occasional tours

Community Representative/Outreach

- Attend or assign staff member(s) to meetings called by Arts United such as Regional Arts Council, Business Services Council, Audience Development Council, and ArtsTix Community Box Office meetings

Facility

- Serve as main liaison between Arts United Center (AUC) Manager and staff.
- Schedule sponsor receptions at AUC

Artistic

- Assist departments with securing volunteers if needed
- Direct at least 0-2 productions per year. (see contract)
- Conduct audience talkbacks after the first Sunday matinee of each production or assign to show director

Minimum Qualifications

Required Education and Experience

- Education: Bachelor's degree in Theatre and
- A minimum of 7 years' experience working in theatre with additional non-profit management experience

Preferred education and experience

- Education: Master's degree in Theatre and/or
- A minimum of 7 years' experience working in theatre professionally
- 3-5 years' Non-Profit Management experience

**Will consider candidate with equivalent combination of education and related experience

Knowledge, Skills, and Abilities

- Interact effectively with diverse groups of individuals and organizations
- Excellent written and oral communication skills, with the ability to persuade and influence others around ideas, decisions, and financial support
- Excellent customer service, follow-through, professionalism, and courtesy
- Excellent reading comprehension, listening, verbal and written communication skills
- Excellent interpersonal skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to work efficiently and autonomously with a minimal amount of supervision, and to excel in an entrepreneurial, self-starting and fast paced environment
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to function well in a high-paced and at times stressful environment
- Must be proficient and comfortable with use of a computer and its applications including Microsoft Office (Outlook, Word, Excel, and PowerPoint), among other items; Customer Relations Management (CRM), and Volunteer Management System (VMS) experience preferred

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Working Conditions/Physical Requirements

Environmental Conditions

- Temperature controlled spaces
- Noise level is normal except if near the scene shop, stage or rehearsal halls
- The job is usually indoors apart from attending outdoor events/ceremonies, festivals, or productions

Physical Requirements

- Occasionally standing for prolonged periods
- Constantly sitting for prolonged periods, communicating with others to exchange information, repeating motions that may include the wrist, hands and/or fingers, assessing the accuracy, neatness and thoroughness of the work assigned
- Constant exposure to work environment is typically controlled, agreeable, and in a non-smoking and non-weapon office, though travel may occasionally expose employee to inclement weather conditions
- A person in this position needs to constantly move about inside the office and during frequent off-site meetings
- Frequent activity associated with attending meetings within the organization and meeting external constituents
- Regarding Board Meeting: create monthly board meeting agendas based on board committees' outcomes and organizational activities with corresponding documents. Email out the agenda and corresponding documents to all board members and staff on the Friday prior to each board meeting which is the second Tuesday of each month (except July and December)
- Regarding meetings: observing the presenter or information being relayed, as well as detecting the message, and exchanging information is a requirement
- The employee will occasionally be required to audibly address/convey information to large groups of people in an indoor or outdoor setting
- Frequently communicate with others and/or express oneself via meetings (in person or virtual), over the telephone, and through written channels
- Constantly recognize and discern written material
- Constantly operate typical office equipment (telephone, copier, printer, computer, keyboard, etc.)
- Employee will seldomly need to position themselves to lower spaces or floor to reference objects/items or information
- On an infrequent/seldom basis, employee may need to move items up to twenty-five to fifty (25-50) pounds when preparing for meetings, events, or gatherings
- Must be able to remain in a stationary position 50% of the time
- Frequently ascend/descend stairs
- Must have a valid driver's license, daily access to reliable transportation
- Frequently required to drive/operate their own car (travel reimbursement available)

Position Type and Expected Hours of Work

- Full-time position, Monday-Friday 9:00am to 5:00pm
- Ability to periodically work evenings and weekends/outside the standard 9:00 AM to 5:00 PM timeframe for productions, events, and community activities when needed
- During show season, frequent nighttime and weekend hours will be required as well

Additional eligibility requirements

- Previous HR experiences helpful
- Previous Directing experience helpful
- Computer literate with Microsoft Word, Excel, Zoom, Adobe Acrobat, and Theatre Box Office CRMs helpful

Travel Required

- Frequently attend local meetings
- Occasionally attend conferences (locations vary) as determined by need

JOB DESCRIPTION

Affirmative Action/EEO statement

We provide Equal Employment Opportunities to all employees and applicants including veterans and those with disabilities.

Signatures

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job description is not intended to be all-inclusive. It is understood that the employee will also perform other business duties as required by the immediate supervisor or by a person authorized to give instructions and assignments. The employee understands the employer has the right to revise this job description at any time with or without notice. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship. Either the employer or employee may terminate employment at any time, for any reason.

The employee's signature below indicates understanding of all information contained within this job description.

Employee (signature)

Date

This job description has been reviewed and approved by:

Supervisor (signature)

Date

Executive/Artistic Director (signature)

Date