



## EXECUTIVE DIRECTOR

### ABOUT TRIAD STAGE

A professional regional theater based in Greensboro, NC, Triad Stage celebrates diverse voices, perspectives, and lived experiences through the arts. We have recently redefined and restructured our organization and programming with a renewed purpose and commitment to anti-racism and to community standards that shape our work. We celebrate new work, amplify community voices, and share the stories of our changing region. We value our partnerships with arts organizations, university partners, and local businesses. For 20 years, Triad Stage has been known for groundbreaking productions in our downtown facility that includes a 299-seat thrust and an 80-seat flexible cabaret space.

### JOB DESCRIPTION

Triad Stage invites individuals with experience in maintaining high-functioning operations and systems, thinking and acting strategically, and results-driven leadership to submit their interest to serve as the Executive Director. The Executive Director oversees the management and administration of the theater and serves as the liaison to the Board of Trustees. This position will provide leadership for the company and serve as the principal in financial management, human resources, organizational planning, and audience development and fundraising. The Executive Director will have a demonstrable history and commitment to anti-racism, and the diversity, equity, inclusion, and access (DEIA) initiatives that are embedded within the core values, vision, and programs of Triad Stage, and will serve as a primary connection between the theater and the community it serves.

### DUTIES AND RESPONSIBILITIES

The responsibilities of this position include:

#### **Administration and Financial Management:**

- Prepare and maintain the theater's operating budgets (\$1.5-\$2.25 million anticipated total budget) and cash flow analysis
- Oversee processes and reconciliations for daily box office deposits, fund development reports, accounts receivable, accounts payable, and bank account reconciliations
- Approve all budgeted expenditures and variances from budget
- Prepare timely monthly financial reporting for the board
- Provide financial information in support of grant, sponsor, and foundation applications
- Liaise with outside auditors for preparation of annual audit and Form 990
- Coordinate all IRS, ESC, and NC State tax filings (including semi-annual sales tax reimbursements, questionnaires, etc.)
- Negotiate and administer contracts for operations and facilities, including union contracts
- Provide support to Board of Trustees
- Serve as community representative for Triad Stage through volunteer and speaking engagements and representation at conferences and seminars
- Work closely with Artistic Director to develop the annual production and programming calendar

### **Patron Development & Fundraising:**

- Collaborate with staff to plan and implement all fundraising activities including lead individual donor campaign, broad-based fundraising, grants, corporate sponsorship, and local, state, and federal governmental funding
- Participate in donor cultivation and solicitation
- Support preparation of grant applications including narratives, financials, and other supporting materials

### **Human Resources:**

- Supervise staff and perform related HR functions
- Administer insurance policies and employee benefits
- Administer payroll, tax reporting, and unemployment claims; maintain employment files and tax forms
- Recruit, retain and support highly qualified staff and apprentices set performance standards, and foster a positive environment that contributes to their professional growth and development
- Assure compliance with federal, state, and local laws related to not-for-profit organizational performance, employment and contracting

### **Operations and Facilities:**

- Maintain all non-benefit related theater insurance policies
- Supervise building maintenance and facilities needs
- Negotiate and oversee facilities maintenance contracts

### **Other duties as assigned**

## **EXPERIENCE AND QUALIFICATIONS**

The ideal candidate will be experienced in and demonstrate significant proficiency in fostering strong and productive working relationships across all organizational levels and in the community. Successful candidates will also have the following skill sets and experience:

- Demonstrated success and deep understanding of nonprofit operations and budget and financial management
- Ability to manage competing priorities with a small professional staff
- Passion for, and experience in building community relationships
- Demonstrated success in personally securing philanthropic support
- Proven commitment to DEIA and anti-racism
- Enthusiasm for the arts, especially theater
- Experience in and knowledge of the economics of arts organizations and the ramifications of artistic and budgetary decisions
- Ability to motivate and lead a team focused on long-term objectives
- Strong communications, social and interpersonal skills
- Past experience working with Actors' Equity Association is preferred
- Ability to manage multiple projects and deadlines simultaneously
- Technological proficiency
- A Master's Degree or equivalent professional experience in arts management, performing arts, or a related field

## **COMPENSATION**

Starting salary \$65,000 - \$75,000.

This position is eligible for benefits including health, dental, and vision insurance with employee and company split after 90 days of employment. Life and disability insurance are paid fully by Triad Stage after 90 days of employment. Employees receive 10 paid days off, 8 holidays, and 2 floating holidays to use at employee's discretion. In addition, Triad Stage offices are closed December 25-January 1. After a year of employment, this position is eligible to participate in the company's IRA program with company matching contribution. After 5 years of employment, candidate will receive an additional 5 days of paid vacation.

## **TO APPLY**

Triad Stage is an equal opportunity employer and strongly encourages applications from a diverse pool of candidates regardless of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or sexual orientation.

Please submit a cover letter, resume, and three references with contact information to [jobs@triadstage.org](mailto:jobs@triadstage.org) with the candidate's name and "Executive Director Search" in the subject line.