



Audience of One Executive Director Job Description

Job Summary: The Executive Director reports to the Board of Directors (BOD) and is responsible for the organization's consistent achievement of its mission and financial objectives as well as day to day operations.

The Executive Director Key Responsibilities:

- Lead all aspects of the Audience of One organization
- Implement the strategic goals and objectives to serve Ao1 families, artistic teams, staff, and community
- Provide direction and leadership to ensure the highest quality programs
- Fundraising and growth of the organization
- Community engagement
- Engagement with Board of Directors, Artist Teams, Administration, and Families

Qualifications:

- Must understand and support Ao1's Mission Statement, Values and Objectives and be willing to incorporate these elements into all job related tasks.
- Must have strong organizational and relational skills.
- Must have a general knowledge of Ao1 class and show procedures.
- Must demonstrate an ability and willingness to work in a creative and positive manner with Ao1 Staff, BOD, patrons, and families.
- Must be able to motivate and communicate effectively with volunteers.
- Must have experience and education working with children and adults.
- Must demonstrate an ability and willingness to work in a creative and positive manner with children and adults.
- Must foster, support and model for all Ao1 Staff, Participants and Volunteers the desire to achieve their highest creative objectives in addition to developing strong moral characteristics.
- Must have the time and ability to efficiently manage the daily business of Ao1.

Reporting Hierarchy: The Executive Director reports to the BOD. This position provides leadership in developing program, organizational and financial plans with the BOD and staff to carry out established policies. Consult the BOD as needed for guidance and necessary votes for approval.

Expectations:

- The Executive Director must have the flexibility and commitment to work evenings and weekends.
- The overall work effort varies throughout the session and year. The work week can vary from 10-12 hours per day during casting and performances to just a few hours per day once rehearsals begin. The Executive Director workload is much less between shows and during the summer session.
- This is a salaried exempt position. The commitment is approximately 0.75 of a full time equivalent throughout the year.
- Compensation will be commensurate with experience.

Job Responsibilities:

- Establishes short-term and long-term goals and activities of Ao1 including but not limited to: productions, classes, fundraising, summer camps, touring shows, and special publicity events.
- Guides the staff, Finance Committee, and the BOD in preparing a budget; seeing that the organization operates within budget guidelines.
- Signs/executes contracts and legal documents for agreements and transactions equaling less than \$10,000 and falling within the approved budget. Works jointly with BOD on contracts and agreements in excess of \$10,000 and/or outside approved budget.
- Works collaboratively with the finance leader to ensure adequate reserves for Ao1 during difficult or unforeseen circumstances.
- Administrative duties specific to assigned area meetings, functions, parent communications, and activities.
- Works to maintain a good working relationship with the facility managers.
- Manages Ao1 master calendar and timelines. Updates the BOD and requests necessary approvals on a regular basis. Responsible for providing this information to Ao1 staff for planning and adherence.
- Manages Ao1 Staff and Artistic Teams.
- Manages all functional and organizational matters specific to Ao1 rehearsals, performances and special events.

- Supervises, reviews and evaluates all members of the artistic team, staff and volunteers they oversee.
- Evaluates and ensures that all classes, productions, camps and special events are in compliance and consistent with Ao1's Mission Statement and Goals & Objectives.
- Improves and/or maintains artistic quality of all classes, productions, camps and special events as deemed necessary by BOD.
- Works cooperatively with other staff and BOD members in planning future sessions and productions for each program year.
- Oversees the coordination of sets, technical support, and costumes for each Ao1 production and ensures that all are completed without exceeding the authorized budget as defined by Executive Director, and Finance Director and approved by BOD.
- Plans and facilitates staff meetings.
- Maintains clear communication and good rapport with Ao1 staff, teachers, board members, directors, parents, students, and local facility manager.
- Provides Executive Director operations report to the BOD at least quarterly.
- Provides written proposals to BOD when requesting policy modifications, compensation plans, fundraising plans, or operational improvements.
- Attends all BOD meetings as a voting member.
- Is a member of the Hiring Advisory Committee on the BOD responsible for hiring directors, artistic team members, and support staff
- Facilitates meetings with Artistic Teams & PT at the beginning of each session.
- Promptly responds to all calls and emails.
- Maintains contact and provides information for webmaster/marketing regarding performances, rehearsals, and workshops.
- Develops and delivers all communication for Ao1 families.
- Spearheads and helps manage fundraising.

Thank you for your interest in serving through Audience of One!