

Salvage Vanguard Theater Executive Director Job Posting

Overview

Salvage Vanguard Theater is a nonprofit arts organization located in Austin, Texas, committed to fostering a dynamic exchange between visionary artists and audiences new to their work. An active theater company for over 13 years, the SVT organization has grown rapidly in the last two years, and is now running an ambitious, new facility. ([Read more about SVT](#))

After leading and nurturing SVT's success and growth to its now substantial presence in the Austin arts scene, its founder has decided to make a personal change and pursue other opportunities, beginning in June 2008. SVT's board of directors is conducting a nation-wide search for a new Executive Director to lead the organization through this period of dynamic growth. This is an exciting opportunity for an energetic, outgoing person with a desire to grow into an influential role in one of the most artistically rich cities in the country. (Read more about arts in Austin in the intro to the [Create Austin Cultural Plan](#))

Position Summary

SVT seeks an Executive Director (ED) with a passion for bold experimental artistic work and the skills and experience to lead administrative and fundraising activities for a growing, dynamic organization. We are looking for an energetic leader with strong business savvy to manage a theater and facility operation.

SVT has a local and nationwide reputation for quality work. We have produced over 50 plays, won numerous local theater awards and have received grants from many foundations. We have evolved from an itinerant theater producing plays in rock clubs to having a full-fledged facility in a burgeoning area in East Austin. The facility has a 100 seat mainstage, a 50 seat second stage and educational space, an art gallery, a scene shop, the SVT offices and 11 artist studios. The first phase of the project was complete earlier this fall. Our goal is to complete fundraising and construction of the second phase (offices and artist studios) by the end of 2008.

The ED will be supported by a Company Manager and Marketing Director. The ED and Artistic Director are peers working closely together and report to the SVT Board. The SVT board has appointed an acclaimed actor/director from our company to serve as interim Artistic Director starting in June 2008 when the founder leaves (we will fill the position permanently in 2009).

Some key issues facing SVT are:

- ◇ Completing capital fundraising and construction on our new facility. We have \$150,000 to raise to complete the second phase. ([Read more about the facility](#))
- ◇ Addressing the growing pains from tripling our staff and budget (now \$350,000) over the last 2 years.
- ◇ Creating separate positions for Executive Director and Artistic Director, who will collaborate as peers. From its beginning, the founder of SVT – Jason Neulander – has served in both roles.
- ◇ Balancing our artistic mission to create great theater with the operation of a multidisciplinary arts facility.

Responsibilities

Administrative Management: Oversee, develop, and implement appropriate human resource policies and procedures. Delegate effectively while continuing to mentor and support staff. Promote an organizational culture that fosters cooperation, open and frequent communications, and teamwork. Develop and foster an environment that maximizes employee growth and retention.

Board Development: Work with board leadership to develop an engaged, effective, informed and energized board. Serve ex-officio on board committees. Provide opportunities for board members to contribute creatively to the formation of SVT policies and programs. Assist in identifying and recruiting new candidates to create a balanced and actively involved team. Foster regular communication between board and staff.

Community Leadership: Build on SVT's position as a vital, unique theatre arts organization in Austin. Work with individuals and other organizations to develop and foster meaningful collaborations. Represent the

organization responsibly and professionally at public functions, including making effective public presentations and running regular meetings. Build on vital relationships with foundations and government and corporate partners.

Fiscal Management: Ensure that SVT is fiscally sound and that the budget supports implementation of the strategic plan. Ensure that the organization's growth is supported internally in key areas: fund development, facilities, human resources, technology, and marketing/communications. Present and interpret budgets to the Board.

Fund Development: Develop and sustain a diverse funding base to support the organization's program priorities and growth. Continue and build upon existing strong relationships with foundations. Augment grant funding by increasing corporate sponsorships and individual donors. Develop long-range funding plans to ensure the implementation and success of the organization's strategic goals. Balance new program funding with sustainable general operating support.

Operations Management: Oversee the management and operations of the Mainstage, Second stage/classroom, Gallery, Scene Shop and Artist Studios. Work with staff to ensure that the facility is maximizing its potential revenues while adhering to the organizational mission.

Strategic Planning: Provide leadership to board and staff in strategic planning and developing related business and funding plans. Direct an inclusive annual strategic planning process and ensure strategies are implemented through annual goals.

Qualifications

- ◇ At least 3 years of experience in non-profit arts leadership/management
- ◇ A proven commitment to and a deep passion for non-mainstream art, performing arts preferred
- ◇ Skills should include fund development, organization development, budgetary management, financial planning, community leadership and strategic planning.
- ◇ The ability to support, develop and manage a team of highly intelligent, creative, capable and independent staff members
- ◇ The ability and desire to thrive in a rapidly changing environment
- ◇ A track record of successfully building relationships with and awareness among various communities and constituents
- ◇ Proven success in resource development
- ◇ Comfort with and awareness of new technologies; good computer skills
- ◇ Experience managing a complex budget of at least \$200,000
- ◇ Excellent communication skills including: written, interpersonal and public speaking

Salary

The current salary is \$40,000 per year, is under review for a possible upward adjustment. It is expected to grow along with the improving financial health of the organization.

To Apply

E-mail a cover letter and resume to the SVT Executive Director Succession Committee at svtedsearch@salvagevanguard.org (include subject line: "[your name] – Executive Director Application"). In your cover letter, explain (1) what experience, skills, and personal traits qualify you for this position; (2) why the mission and work of SVT appeals to you; and (3) why the Executive Director position at SVT is the right next step for you in your career.

Application Deadline: Applications will be accepted until an appropriate candidate is found, but the initial screening deadline is February 29, 2008, and all candidates are strongly encouraged to submit their materials by then.