

Position Description

The Victoria Theater Arts Center (VTAC), a 501(c)(3) nonprofit organization, seeks an executive director (ED) to guide and lead it – from the current fundraising and design stage through building construction and into implementation. For this exciting community project, we are looking for a visionary ED who is bright, engaging, self-directed, strategic, team-oriented, and passionate about creating an arts center that is centered in the Frogtown/Rondo community.

VTAC's executive director will have overall strategic and operational responsibility for the growth of the organization and for the planning of our new community arts center. Key duties include communications and community engagement, assisting a fundraising team to raise \$5 million, and supporting and providing structure for our relatively new organization and board. The ED will also be responsible for administrative management and operations including finances, budgeting, and strategic planning. The ED will report to and take direction from the board of directors.

The compensation is \$45,000 annually.

About Victoria Theater Arts Center

VTAC is a two-year old organization and an outgrowth of a long campaign by Frogtown and Rondo community members to reclaim the long-vacant Victoria Theater at 825 University Avenue as a resource for the community – to be repurposed as a community owned and managed arts center that is artistically vibrant and economically sustainable and reflects the culture and diversity of the surrounding community. Our vision: The Victoria Theater Arts Center envisions a vibrant neighborhood where the arts welcome, heal, transform and build power for the people of Frogtown/Rondo. Our mission: The Victoria Theater Arts Center builds community power by providing a creative home that incubates the arts and amplifies the voices of all people in the neighborhood.

It all began in 2009 when the building, constructed in 1915 as a silent movie theater, was threatened with demolition for a parking lot. The community successfully stopped that outcome and the city designated the building as a heritage preservation site in 2011. In 2014, Land Bank Twin Cities bought the building on behalf of the community and executed a purchase agreement with Frogtown Neighborhood Association (FNA). FNA has worked all along to move the project forward, with community partners including Historic Saint Paul, and organized the Victoria Theater Arts Initiative (VTAI) which transformed into VTAC in 2017. In 2015, VTAI organized an extensive community engagement campaign to gather input for the vision for the Victoria that synched with concept architectural plans created by a local architectural firm. The following year, we commissioned a facility and fundraising feasibility reports and revisions to our business plan.

The Victoria Theater Arts Center will be a cultural hub on the Green Line providing artistic and economic opportunities to a neighborhood rich with creative capital. Designed with both performer and audience needs in mind, VTAC will offer quality event, performance, and rehearsal spaces, with a sustainable operational model based on the real-life needs of artists. The Victoria will provide a large, affordable, adaptable performance space with excellent acoustic quality and sought-after capacity (124 seated, 340 standing), as well as a mixed-use space for smaller events (42 seated).

We launched a \$5M capital campaign 1.5 years ago, and are just completing the schematic architectural design phase with the architectural firm VJAA - with exciting results.

Responsibilities

Leadership and Management

- Provide support and direction as appropriate to the board, including recruitment of new board members, as well as to the Advisory Committee and other committees as formed.
- Assist in the growth, development, and capacity of the board, Advisory Committee, and organization. Develop and implement annual work plans and budgets which shall be approved by the board.
- Develop and maintain sound financial practices and administration, including a balanced budget.
- Regularly report to the board on the organization's operations and finances.
- Actively engage with VTAC's partners: non-profit organizations and entities, governmental (local, state, and federal) agencies, and community members.
- Lead, coach, coordinate, and retain any consultants and other contractors. Hire, train, manage, and review future contractors, consultants, and staff. Provide ongoing support to and oversight of volunteers.
- Develop new programs, as appropriate and necessary, with input from the board, Advisory Committee, partner organizations, and other stakeholders.
- Ensure all local, state and federal laws pertaining to the organization's operation are adhered to and all appropriate filings are made on time.
- Other duties as assigned by the board.

Fundraising

- Work with and assist our fundraising consultants and VTAC's Fundraising Committee, both focused on fundraising for a \$5M capital campaign:
 - Prepare agendas and materials for board of directors meetings.
 - Arrange appointments for Fundraising Committee members and the consultants.
 - Write correspondence for committee members – meeting requests, thank you's, etc. (not grant writing for the capital campaign).
 - Assemble materials for solicitation visits by Fundraising Committee members.
 - Record gifts and pledges in a donor database.
 - Organize donor cultivation event details.
 - Follow up on assignments from Fundraising Committee members and consultants.

Communications & Community Engagement

- Serve as the official spokesperson for VTAC in the community and before policy- and decision-making bodies and the media.
- Deepen and refine communications, from web-based and social media-based communications to speaking engagements, in order to more fully engage the community and promote VTAC's mission.
- Develop and implement community engagement goals and strategies to build community support and relations.
- Work with project partners and stakeholders as appropriate. Maintain and develop relationships with organizations, individuals, and businesses that advance VTAC's mission.

Arts Programming

- Develop and implement arts-based programming during the planning and construction phases – in order to engage community residents and artists and build support.
 - Ensure excellence of current programming.
 - Evaluate and assess programs.

Facility Planning

- Oversee all aspects of planning for the Victoria Theater Arts Center including:
 - Architectural design, government approvals, and construction.
 - Facility operations, including revisions to business plan.
 - Preparations for opening of facility.
 - Position the organization and facility to be successful when it opens; plan for and execute it.

Qualifications & Skills

Required:

- Bachelor's degree or demonstrated relevant experience.
- Strong written and oral communication, project management, and organizational skills.
- Strong organizational abilities including planning, program development, and task facilitation and execution (both big picture and detail oriented).
- Ability to plan, coordinate, lead, monitor, and manage long- and short-term projects simultaneously and meet deadlines. Ability to work well under time constraints.
- Ability to communicate the vision for the project to community members and donors and motivate and inspire them.
- Experience working in diverse communities and with a nonprofit board as staff or board member. Proven ability to work effectively with boards of directors and advisory committees.
- Ability to interact with and engage diverse volunteer and donor groups. Ability to connect with people in the community. Ability to work effectively in collaboration with diverse groups of people.
- Excellent interpersonal and relationship-building skills. Ability to work collaboratively and to be adaptable.
- Passion, integrity, positive attitude, mission-driven, and self-directed.

Optional:

- Experience working in a hands-on environment with limited resources.
- Experience with project management, including management of contracts.
- Solid, hands-on, budget management skills including budget preparation, analysis, decision-making, and reporting.
- Experience working in the nonprofit sector, fundraising (including grant writing, capital campaigns, and/or major donor fundraising), or arts management.
- Experience with event planning and the management of complex programs within an organization working to build a reputation for creativity, quality and excellence.
- Experience with administrative duties including financial and personnel management and recordkeeping. Knowledge of QuickBooks, Microsoft Office systems, and database software a plus.

Employment Status & Compensation

The ED is a VTAC employee; taxes will be withheld. There are no benefits. The annual compensation is \$45,000, though it is possible to increase it through fundraising.

Work Place & Schedule

We envision the work will take 30+ hours per week. Hours are flexible and include some evenings and weekends. The work will take place primarily, if not exclusively, in Saint Paul and the Twin Cities. The workplace is to be determined based on the needs and desires of the person hired.

Additional Information

Although fast-paced, the work is primarily sedentary. There will be some walking, travel, and carrying of lightweight items such as notebooks and work papers, and an occasional need to lift items up to 50 pounds. Most work is performed either in a place of your choosing or in an office building (not necessarily handicapped accessible) and in an adequately lighted and climate controlled office. Work will require occasional travel as well as evening and weekend meetings.

To Apply

Please email letter of interest, resume, and three professional references, and any questions, to info@victoriatheater.org. Women and minorities are encouraged to apply.

Applications preferred by Friday, July 12, 2019, but the position is open until filled. All applicants will be contacted via email (by July 22 for those submitting applications by July 12).