

EMPLOYMENT OPPORTUNITY

DATE: February 1, 2023

FROM: Clear Space Theatre Company

POSITION: (PT) Interim Executive Director

Effective immediately: Clear Space Theatre Company is searching for a part-time Interim Executive Director to lead the day-to-day operations of the company. Please submit cover letters and resumes or questions to: CSTCDirector@clearspacetheatre.org

Clear Space Theatre Company Interim Executive Director Position Description

Reports to: Board of Directors

Supervises: Staff, Interns, Contractors, Volunteers

Status: Part-time, minimum 25 hours, month-to-month contract

Duration: Temporary

ORGANIZATION DESCRIPTION

The term “clear space” refers to a focus on the process, knowledge, and humanity of arts performance: the idea that we find ourselves in what appears on the stage.

Our Mission: To inspire audiences, artists, and students by providing high-quality performances and educational experiences.

Our Vision: To be a leader in the vibrant performing arts community of Southern Delaware.

The Clear Space Theatre Company, a 501(c)3 cultural organization, founded in 2004, is located at 20 Baltimore Avenue, Rehoboth Beach, DE 19971. Clear Space Theatre Company is comprised of a remarkable team of full-time, part-time, contract, and volunteer administrators, artists, and educators.

The three facets of Clear Space are: The Acting Company (a professional acting company producing dozens of performances each season); The Arts Institute (an educational program offering classes to more than 500 students of all ages); and On Tour (community presentations in southern Delaware using professional actors and outstanding students, offered in cooperation with local civic groups).

Organizational Goals

- Offer performing arts classes at all age and experience levels.

- Offer public performances of established and new works throughout southern Delaware using area artists supplemented with professional guest artists.
- Make classes and performances accessible to under-served audiences.
- Build upon current partnerships with educational and community organizations.
- Expand a full-time administrative structure to support artistic products of the highest quality.
- Sustain and expand a governing body that provides oversight for artistic growth and fiscal stability.

POSITION DUTIES

Mission Advancement

1. Works in partnership with the Board of Directors in executing the organization's ongoing strategic plan initiatives.
2. Ensures a high level of program quality, including regular tracking, evaluation, and reporting on measures of success.

Financial Sustainability

1. Contributes to and oversees development and fundraising strategy in conjunction with Director of Development.
2. Supports the Board of Directors in its fundraising efforts.
3. Oversees financial management of the organization, ensuring compliance with financial policies, manages accounts, and provides monthly reporting to the Board of Directors on the financial status of the organization.

Governance

1. Cultivates a strong, transparent working relationship with the Board of Directors and provides accurate, complete, and timely information on the organization's programs, services and finances.
2. Informs and advises the Board regarding current trends, problems and opportunities that are important to the organization's mission and operations.
3. Serves as a non-voting member of the Board of Directors and its Committees.

Operations

1. Maintains the necessary financial, human resources, and other management and administrative policies and procedures for the organization and brings relevant policies to the Board of Directors for review and approval.
2. Supervises staff, interns, contractors, and volunteers. In partnership with the Board of Directors, retains highly qualified personnel and administers an effective human resources system that includes position descriptions, performance standards, performance appraisals and a fair compensation system.
3. Ensures smooth day-to-day management of the organization, including execution of all contracts and agreements and the creation of a contingency/emergency plan.
4. Manages Clear Space physical plant and related assets, including compliance with government regulations and licensing standards.
5. Maintains Clear Space technology capabilities.

6. Ensures the legal integrity of the organization, monitoring compliance of the organization with all applicable laws and regulations.

Desired Qualifications and Skills

1. Education requirements: Bachelor's Degree required, advanced degree preferred
2. Significant experience in management showing progressively more responsibility
3. Experience and strong skills in areas of leadership, management, and supervision
4. Experience and strong skills in fundraising, fiscal management, budgeting and forecasting
5. Experience in facilities management, including the maintenance and repair of properties, equipment, assets, vehicles, etc.
6. Excellent written and oral communication skills
7. Strong professional reputation and record of integrity, sound judgment and respect for established ethical standards
8. Ability to adapt to adversity

Work Schedule & Location. Workweek to include weekdays with frequent evening and weekends; occasional remote work is possible.

Any Background Checks or Security Requirements. Required to pass all applicable security clearances, background, and criminal checks.