

JOB DESCRIPTION:
Executive Director
Festival Dance & Performing Arts Association

University of Idaho; 875 Perimeter DR, MS 2403; Moscow, ID 83844-2403

Festival Dance & Performing Arts, in residence at University of Idaho, seeks a creative and experienced individual for the position of Executive Director. Festival Dance is a vibrant arts non-profit that has been “Bringing the Arts to the People and the People to the Arts” for over 40 years. The Executive Director will fulfill this mission by directing all aspects of this organization, which includes: quality dance performances, education, and outreach programs for the community and surrounding rural areas. We seek an outstanding individual who has: an appreciation for the arts; possesses an exceptional work ethic; and a solid background in management, marketing and public relations, and development.

Reports To: Festival Dance & Performing Arts Association Board of Directors

Salary/Hours: \$32,000 - ¾ time

Start Date: May 15, 2018

Vacation: Six weeks of paid vacation, including one week at Spring Break (March), one week at Thanksgiving, two weeks at Christmas, and two weeks in late July-early August

Staff: Full-time Academy Director; Part-time Administrative Assistant; Part-time Outreach-Development Coordinator

ESSENTIAL DUTIES OF THE POSITION:

Business Operations

Office Management – Responsible for managing day-to-day operations, staff and activities of the office.

Creates and distributes a monthly report of activities to the Board of Directors.

Finance – Responsible for budget oversight. Works with the Board Treasurer and Administrative Assistant to maintain accurate and up-to-date financial records. Provides monthly financial reports for the Board of Directors.

Meetings & Performances – Represents Festival Dance at community functions, meetings, and events as required. Attends all board meetings and committee meetings, as necessary.

Great Performances Series – With approval of Board of Directors, chooses companies for Great Performances Series; contracts with companies; oversees selling of subscription tickets; markets individual performances; assembles annual season program; arranges venues; develops itineraries; and oversees arrangements for performances and residencies.

Marketing & PR

Marketing Plan – Responsible for Festival Dance marketing as well as for developing and executing an annual marketing plan. Works with Board of Directors to define specific marketing activities on a program-by-program basis.

Public Relations Plan – Defines and executes a PR plan to increase Festival Dance exposure within the community, creates new opportunities and relationships within civic organizations, educational institutions, and governmental agencies. Addresses community organizations to present, explain, and promote Festival Dance's mission and activities in a professional manner.

Fundraising

Grants – Supervises Outreach-Development Coordinator in applying for, managing and documenting grants. This includes fund disbursement and all reporting requirements. Pursues new grant sources and makes personal connections.

Membership – Develops an annual plan to increase season subscribers and donors and works with the Fundraising Committee to carry out this plan. Responsible for ongoing communication with Festival Dance subscribers and supporters.

Fundraisers – Organizes, schedules and works with Board Fundraising Committee to facilitate successful fundraising events.

Program Revenues – Works with Board of Directors to maximize revenue opportunities throughout the year. Responsible for working on a model for pursuing new funding sources.

Educational Activities

Festival Dance Academies – Supervises Dance Academy Director in management of Academies in Moscow, Troy, and Genesee. Supervises July Summer Workshops including Workshop Performances at Moscow Farmers Market. Works with Dance Academy Director to seek performance opportunities for Festival Dance Ambassador Performers, “Sparklers” in the community

Performances – Supervises Dance Academy Director in performance activities such as “The Nutcracker” or any self-produced shows.

Educational Outreach - Supervises Outreach-Development Coordinator in planning, implementing and documenting educational outreach activities.

Planning and Program Development

Planning – Coordinates, in collaboration with the Board, the development of a yearly plan for the organization. This includes: business operations, marketing, fundraising, educational activities and long range strategies.

Identify and Develop Programs – Develops and implements new programs that enhance the goal of “Bringing Arts to the People and People to the Arts”.

Business Measurement – Develops the criteria for effectively measuring performance and impact on a program-by-program basis.

Other activities as directed by the Board of Directors.

CORE COMPETENCIES:

- Bachelor’s Degree required
- Exceptional people skills and a high level of proficiency in written and oral communication skills, including listening and speaking one-on-one or with small and large audiences
- Strong project or program planning and organization, critical thinking, decision making and problem solving skills
- Practical leadership skills combined with the ability to work collaboratively with staff, the board of directors, partners, stakeholders, and others
- Excellent organizational skills and an ability to work with multiple deadlines
- Flexible, detail-oriented
- Represents oneself professionally
- Ability to maintain composure and professionalism in stressful situations

PREFERRED EDUCATION AND EXPERIENCE:

- Degree in Marketing or Development
- Experience and/or training in nonprofit management
- Knowledge of software including Adobe Creative Suite, Microsoft Office (including Excel, Word and Powerpoint), QuickBooks and video production software
- Demonstrated interest in the arts
- Familiarity with managing website content and social media

Qualified applicants are invited to submit a cover letter, resume, and list of 3 references to:

Molly Pannkuk, Festival Dance Board of Directors President, at pannkuk@moscow.com.

Applications accepted until March 19th or until the position is filled.