



DELPHI OPERA HOUSE 109 S. Washington Street • Delphi, IN 46923

EXECUTIVE DIRECTOR JOB OPENING

The Delphi Opera House, an historic restored and expanded 3-story building in Delphi, Indiana, functioning as an ADA-compliant community center and venue for the performing arts. The facility is owned by the Delphi Preservation Society and is managed by Delphi Opera House, Inc. The Executive Director position is a full-time exempt position, reporting to the Board of Directors of Delphi Opera House, Inc.

Job Duties

- Oversee the 2019-2020 season according to the schedule and contracts previously negotiated;
- Prepare for the 2020-2021 season. Develop and set the performance calendar, including negotiating contracts with performers;
- Develop the playbill program(s);
- Solicit and arrange for program sponsorships;
- Develop annual budget with finance committee; oversee budget income and expenditures;
- Develop and implement annual strategy for fundraising/development;
- Research and write appropriate grants for funding operations, capital and program needs;
- Develop and implement annual marketing plan for organization and events;
- Establish and nurture relationships with community, stakeholder, and peer organizations and be the face of the Delphi Opera House in the community;
- Oversee the selection and training of part-time staff and/or volunteers to manage technical systems, box office, etc. Supervise the Operations Coordinator;
- Provide overall management of the facility;
- Maintain communication with the Board of Directors.

Qualifications

Selection and hiring are anticipated for November 2019. The successful candidate will have a bachelor's or higher degree with focus in arts administration, non-profit management, theater management, or marketing and/or equivalent experience with a minimum of five years in key arts administration roles. We are seeking a goal-oriented self-starter with strong leadership, organizational, interpersonal, and communication skills. A working knowledge of word processing, spreadsheet, financial management, scheduling, and other office software is a must; grant writing experience, social media and web design skills are required. Knowledge of theatrical systems, box office management, and intellectual property issues is also expected. The candidate should have good command of the English language and be comfortable speaking in front of groups.

Additional Requirements

- Valid driver's license and access to vehicle for attending meetings and events off-site;
- Willing to obtain an Indiana bartender's license (required for DOH to maintain its server license);
- Ability to speak, write, and understand conversational English;
- Ability to work evening and weekend hours;
- Ability to lift 50# and move furniture and boxes;
- Ability to navigate stairs;
- Ability to stand for duration of meetings and presentations up to four hours;
- Ability to travel in-state for meetings, conferences, and site visits.

How to Apply

Your cover letter, resume, salary requirements, and a minimum of three references should be sent by email to jobs@delphioperahouse.org with the subject line "Position Application" by September 6, 2019.

Additional information about the project and organizations can be found at www.delphioperahouse.org and www.delhipreservationsociety.org and at Facebook pages for Delphi Opera House and Delphi Preservation Society. The Delphi Opera House, Inc. is a 501(c)(3) organization and an equal opportunity employer.