

The Capri Theatre opened as the Clover in 1941 and is the longest continually operating movie theatre in Alabama. The Capri Community Film Society is a nonprofit 501(c)3 whose mission is “to educate, encourage and develop public appreciation of the art of motion pictures, both American and international, and to preserve the Capri Theatre as an operating movie theatre with an emphasis on maintaining its architectural integrity.”

The Capri Theatre encourages an array of talents, experiences, and personal histories. All applications will be considered in a non-discriminatory selection process.

Position Summary

The Executive Director reports to the Board of Directors, and oversees the theatre’s daily programming, business, administrative, and financial aspects. This role involves steering the organization’s strategic planning, branding, marketing strategies, external relationships, fundraising efforts, and advancing initiatives in each domain. The Executive Director is responsible for balancing artistic excellence with optimal business practices, employing a management style emphasizing consensus-building and demonstrating strong strategic decision-making and forward-thinking capabilities. The Executive Director skillfully navigates the varied requirements of various stakeholders, including Board members, volunteers, community leaders, and administrative staff. In this role, the Executive Director tackles intricate challenges where numerous factors hold differing significance levels to each stakeholder group.

Roles and Responsibilities

The Executive Director ensures the organization’s continued fiscal responsibility, while supporting the artistic vision to preserve top-tier programming. Their responsibilities include overseeing financial management to implement strategic plans, playing a pivotal role in fundraising, and supervising marketing and public relations initiatives. Responsibilities encompass community relations, fundraising, marketing (including memberships), public relations, communication, long-term planning, and operational, financial, and administrative management. The Executive Director is instrumental in building relationships to secure local and national financial support and forging collaborative initiatives with for-profit and nonprofit entities. The Executive Director leads the creation and communication of strategic vision to stakeholders, fostering optimal performance from board members and staff.

• Administration

- The Executive Director is responsible for overseeing and guiding all administrative staff functions.
- The Executive Director is tasked with the prudent management of all the organization’s resources, ensuring they are allocated and distributed to achieve an optimal balance between artistic excellence, institutional integrity, and financial stability.
- Collaborates closely with the Board, focusing on budgeting and addressing various fiscal, operational, and administrative matters that affect the Capri
- Offers staff leadership, guidance, and support, upholding effective management practices. Addresses personnel issues and cultivates positive working relationships among the Board, staff, volunteers, and stakeholders.
- Promotes teamwork and collaboration and participates in development and cultivation events.
- Oversees the Capri’s contracting with external agents, including bookers, insurance agreements, leases, vendors, etc. This includes a personal guarantee required by many bookers.

- Ensures that the organization has robust information, communications, and technology systems.
- **Fund Development and Strategic Partnerships**
 - The Executive Director assists in directly cultivating and soliciting existing donors and volunteers.
 - Propels the Capri into the future by supporting and creating sustainable and mission-aligned pathways for new relationships, programs, and revenue opportunities.
 - Demonstrates a collaborative leadership style in various communities and settings that inspire internal and external stakeholders to participate in the Capri Theatre's vibrant and exciting future.
 - Exercises overall managerial responsibilities for achieving the fundraising and financial goals of the organization, including fostering a culture of philanthropy among all constituencies.
 - Supports the organization as a solid strategic and fundraising leadership voice and will be instrumental in the expansion of the development team.
 - Works to create a diverse funding base for the Capri, including foundations, major donors and individuals, corporations, public funding, and earned revenue.
 - Works with the staff to plan, organize, direct, and expand the fundraising program; oversee a major gifts program that involves identifying, cultivating, soliciting, and stewarding current and prospective corporate, community, foundation, and individual donors.
 - Assists with grant writing and helps to build and sustain relationships with current, new, and potential grant-giving organizations and individuals.
- **Financial Management**
 - The Executive Director provides executive-level financial oversight for the organization.
 - The Executive Director oversees the financial mechanics of monthly reporting, including current financial results, budget variance, performance forecasting, accurate cash flow projections, and balance sheets.
 - Works closely with the staff and the board to produce an annual budget incorporating the impact of programming decisions and other organizational goals.
 - Supports the organization's overall front-of-house operations.
- **Marketing and Public Relations**
 - The Executive Director serves as the spokesperson for the theatre.
 - The Executive Director promotes the theatre locally, regionally, and nationally through marketing and public relations strategies.
 - The Executive Director oversees the promotion and marketing of the theatre, including annual direct mail appeals, press releases, and all necessary marketing materials and campaigns.
 - Provides marketing guidance and support for advertising and promotions for performances, performers, and events while enhancing the community's awareness of the theatre.
 - Assists in the development of programs to increase attendance through the promotion of memberships and ticket sales.
 - Works to create and implement the annual marketing plan, including social media, traffic monitoring, online ticket sales, email correspondence, newsletters, direct mail, and other campaigns to build ticket sales, donors, and audiences.
 - Ensures that local and regional media have appropriate and timely information about theatre showings and activities, as well as print and online social media.
 - Creates innovative sales strategies to maximize earned revenue and elevate the Capri Theatre's brand and identity.
- **Board Governance and Community Relations**

- The Executive Director builds constructive and supportive relationships with board members, government officials, and community leaders.
- The Executive Director works with Board leadership on Board recruitment and development opportunities.
- The Executive Director provides monthly reports to the Board.
- Fosters an atmosphere that supports creative governance and facilitates effective meetings.
- Assists in advancing the organization's visibility and relationship to the donor community, business and community groups, other arts groups, and other appropriate constituent parties.
- Supports the development and effective operations of the Board of Directors.
- Works with the Board to identify the need for committees and prioritize the work of the Board.
- Expands and fortifies the existing, mutually supportive relationships with neighbors and community organizations to advance educational and connectivity initiatives.
- Engages and motivates board members, leverages their skills and networks, and collaborates with board leadership on strengthening governance in support of the organization.
- **Human Resources**
 - The Executive Director develops and implements all human resource policies in consultation with the Board.
 - The Executive Director promotes and facilitates staff professional development opportunities.
 - The Executive Director hires and provides direct supervision of staff.
 - Works to ensure all personnel practices conform to best practices and federal, state, and local laws.
 - Maintains and contributes to a culture of teamwork, both through advocating for inter-team collaboration and personal involvement as organizational needs arise.
 - Ensures that the Capri's employment policies are current and complete and support the organization's staffing goals and needs.
 - Oversees recruiting, training, and coaching and empowers staff at all organizational levels to work at their highest potential and have a voice in the future to build and retain a diverse, healthy, and sustainable team.
 - Embraces the principles of equity, diversity, inclusion, and access to ensure an organizational culture that respects different perspectives and nurtures an environment of goodwill and empowerment.
- **Facility Management**
 - The Executive Director oversees the efficient and cost-effective operation and maintenance of the theatre's facilities, encompassing office spaces, educational spaces, theatre, and other environments.
 - Works with the Board of Directors to oversee the planning and implementation of capital expenditures and facility improvements that will grow annual revenue.
- **Other**
 - The above list of duties and responsibilities is intended only to describe the general nature of the job. The Capri Theatre is a team requiring teamwork from all employees to serve and perfect all facets of the organization.
- **Qualifications**
 - The ideal candidate will exhibit strong leadership, communication, and organizational abilities.

- The aptitude to ascertain competing priorities, resolve difficulties, overcome obstacles, and maximize the use of time and resources to attain the desired outcomes.
- Leadership involves inspiring and directing others to achieve optimal performance by establishing clear expectations and goals.
- Demonstrate the ability to be flexible and adjust to the situation at hand.
- Fiscal Management adeptly utilizes financial resources in the company's best interest, including proficiency in financial budgeting and planning.
- Project Management, including proficient planning, organizing, delegating, staffing, and directing work tasks to ensure effective project execution.
- Effective management involves achieving desired outcomes through the organization of individuals, establishment of goals, and setting priorities.
- Interpersonal skills encompass cultivating and sustaining relationships, fostering a healthy organizational culture, and adapting to relational situations appropriately, all while incorporating a welcomed sense of humor.
- Forward-thinking individual, seizing opportunities for healthy and productive growth with a "can-do" attitude and driven by the vision of the Capri Theatre.
- Demonstrated success in meeting annual fund goals, development management, grant writing, sponsorships, and special events
- Excellent written/oral communication skills
- Computer literacy is a must, especially with Google Workspace
- Ability to work in a hands-on environment with limited resources
- Ability to lift over 45 pounds and/or climb over obstacles on a daily basis.
- Strong entrepreneurial self-starter attitude
- Due to financial responsibilities and the potential interaction with minors, candidates must pass a background check successfully.
- Flexible hours may be required when necessary.
- **Education and Experience**
 - A Bachelor's degree or equivalent in Theatre or Arts Administration, Nonprofit Management, or Business is preferred.
 - Prefer candidates with three to five years of experience in a nonprofit, arts, or culture organization.
 - Familiarity with movie theatre operations is a plus.
 - Prefer candidates with fundraising experience, such as working with major donors and foundations, forming community partnerships, and seeking and developing partnerships locally, regionally, and statewide.

Compensation and Benefits

The anticipated salary range for this position is \$50,000 to \$65,000 annually. The salary of the candidate selected for this role will be set based on a variety of factors, including, but not limited to, experience, education, and qualifications.

The position is full-time and salaried. Applications should include a detailed cover letter, resume, and three references, emailed to director@capritheatre.org by July 1, 2025.

Job Type: Full-time

Pay: \$50,000 to \$60,000 per year

Benefits:

- Flexible schedule

- Paid time off
- Health Insurance
- 3% match to SEP IRA

Schedule:

- 40 hours/week
- Flexible weekly schedule
- Weekends and evenings as needed

Ability to Relocate:

- Montgomery, Alabama: Relocate before starting work (Required)

Work Location: In person

EEO Statement

The Capri Theatre is an Equal Opportunity Employer. We do not discriminate based on race, color, religion or belief, national, social, or ethnic origin, sex, gender identity or expression, age, physical, mental, or sensory disability, sexual orientation, marital, civil union, or domestic partnership status, past or present military service, citizenship status, family medical history, or genetic information, family or parental status, or any other status protected under federal, state or local law.