

Position Description

Legacy Theater Foundation, Inc.
Carthage, IL

Position Title: Executive Director

Reports To: Board President

Date: October 25, 2024

Position Summary:

This full-time salaried position is responsible for operations of The Legacy Theater including production, fundraising, marketing, programming, personnel and facility management, and social and digital media promotion. Responsible for researching and identifying potential program offerings and coordinating with appropriate community groups for the presentation of a variety of entertainment, arts, and lecture events. Serves at the pleasure of the Board of Directors and works to market and maximize facility use in collaboration with various committees.

Primary Job Responsibilities:

1. Recommend and execute a creative direction and business plan for the center.
2. Oversee all theater employees.
3. Guide the board with recruitment, orientation, and coordination of shows.
4. Assist with recruitment of users of the center.
5. Negotiates contracts, payment terms and other requirements within the guidelines approved by the board.
6. Provide back-up for box office personnel.
7. Lead the Programming and Marketing committees
8. Attend and work with the Governance and Fundraising Board Committees
9. Manage social media sites.
10. Assist in executing marketing plans.
11. Attend Board meetings.
12. Maintains Legacy website.
13. Develops marketing materials for distribution to various local chambers, Mailchimp, etc.
14. Serves as point of contact for television, radio, and print media advertising.
15. Develops training materials to assist box office personnel and fundraising committee members with software tracking functions.
16. Assists with identifying available grants, applications, and yearly reporting for grants received.
17. Monitors all donations, maintains donor database, and provides reports to board/committee.

Customer Service:

- a. Provides personalized attention in a professional manner recognizing individual needs and concerns.
- b. Communicates in a clear concise manner; listens to and acknowledges others; communicates problems and issues to appropriate people in a timely manner.
- c. Understands and responds to questions and needs.
- d. Greeting others with a smile, pleasant tone, and good eye contact.
- e. Is approachable and accessible when others need help or assistance.
- f. Performs services in a timely manner.
- g. Avoids the use of foul or derogatory language.

Initiative:

- a. Demonstrates willingness to work in a variety of situations and areas as the need arises.
- b. Recognizes duties/tasks that need to be done and accepts responsibility for completing them without being asked to do so.

Efficient Resource Management:

- a. Encourages economic use of supplies and equipment to meet customer requirements.

Teamwork:

- a. Influences others in a positive manner to create a cohesive work environment, respects values and beliefs of others.
- b. Encourages people to work together, acts to create a climate that promotes good morale and cooperation, communicates support and encouragement to others.
- c. Is respectful of others time.
- d. Is open to other suggestions and perspectives, considers impact of own actions on others.
- e. Earns and maintains the respect and trust of others.

Job Specifications:

- 1. Knowledge of relevant computer applications.
- 2. Knowledge of customer service principles.
- 3. Knowledge of basic business principles.
- 4. Experience in making presentations.
- 5. Proven ability to achieve goals.
- 6. Prior experience with event planning and the arts.
- 7. Prior experience or ability to learn basic lighting, sound, and stage management.
- 8. Must possess a valid driver’s license and insurance.

Pertinent Skills Required:

- 1. Planning and strategizing
- 2. Persuasiveness
- 3. Adaptability
- 4. Excellent verbal and written communication
- 5. Negotiation skills
- 6. Resilience and tenacity
- 7. Stress tolerance
- 8. Goal driven

Physical and Environmental Demands:

- 1. Ability to lift, carry, push, pull, or otherwise move objects up to 25 pounds in weight.
- 2. Frequent prolonged periods of sitting or standing.
- 3. Ability to climb stairs and ladders.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel performing this job.

Compensation:

- 1. Salary range starts at \$60,000 minimum; commensurate with experience.
- 2. 10 working days paid vacation.
- 3. Annual reviews will be conducted for the basis of any change in compensation.

Employee Signature: _____ Date _____

President Signature: _____ Date _____