

Portsmouth Area Arts Council Executive Director Information

Duties and Responsibilities

Portsmouth Area Children's Theatre Producer

1. Works with Board of Trustees to select shows for the season
 - a. Submits applications and contracts for show royalties to licensing companies (MTI, Concord Theatrics, etc.)
2. Works with Board of Trustees to select and hire Children's Theatre directors for productions, workshops, camps, etc.
3. Works with VRCFA to schedule show dates, camp dates, workshop dates, etc.
4. Works with VRCFA and SSU to schedule rehearsal dates on campus
5. Submits all necessary documents to VRCFA and SSU for each production including but not limited to:
 - a. Space Reservation Forms
 - b. Community Assistance Grants
6. Oversees and manages PACT auditions
 - a. Creates and manages online audition registration
 - b. Assists Casting Committee during auditions, but is not a part of the Casting Committee
7. Oversees marketing for each production
 - a. Deliverables such as posters, bookmarks, save the date postcards, etc.
 - b. Social Media posts
 - c. Schedules news and radio appearances
8. Oversees the creation and printing of production playbills
9. Creates and organizes school show reservations
 - a. Updates Google Form with correct season information
 - b. Sends confirmation emails to teachers in a timely manner
 - c. Oversees the creation of study guides for school shows
10. Creates and distributes Student Excuse Letters for School Show Performances
11. Writes and oversees the curtain speech for each performance
12. Is available as needed by the director during the rehearsal period
13. Is present and available by the director and VRCFA staff during production tech week

Outreach

1. Coordinates with professional outreach companies to bring to Portsmouth throughout the year. These companies include but are not limited to:
 - a. Missoula Children's Theatre
 - b. Cincinnati Shakespeare Company
2. Works with VRCFA, SSU, local schools, and other community organizations to schedule dates for outreach performances, workshops, etc.
3. Markets Outreach opportunities appropriately, including but not limited to:
 - a. Social Media Posts
 - b. Email Blasts
 - c. Radio Appearances

Bookkeeping

1. Works with PAAC accountant for payroll, taxes, nonprofit status, etc.
2. Maintain accurate bookkeeping records in QuickBooks
3. Ensure all bills and expenses are paid on time

Budgeting

1. Create a yearly organizational budget and present to the Board of Directors for approval
2. Follow closely and adhere to the approved yearly budget
3. Present accurate and up to date budget reports to the Board of Directors at every Board Meeting

Grant Writing

1. Apply yearly to the following grants:
 - a. Scioto Foundation (Education Series and Children's Theatre Series)
 - b. Ohio Arts Council Sustainability
 - c. SOMC
 - d. Portsmouth Area Ladies
 - e. City of Portsmouth Hotel/Motel Tax
 - f. Shawnee State University Community Assistance
2. Apply yearly for the following corporate sponsorships:
 - a. Glockner Enterprises
 - b. WSAZ Children's Charities
 - c. Koppers Inc.
3. Seek out new grants and corporate sponsorships to meet budgetary needs

Board Responsibilities

1. Works with Secretary to maintain a list of all board members and contacts
2. Reports directly to Board at monthly meetings
3. Reports budget directly to Board at monthly meetings
4. Creates agendas/reports for monthly meetings
5. Works with Board and/or Development Committee to ensure the creation and implementation of a Development Plan

Job Qualifications/Competencies

- Bachelor's Degree in Business, Accounting, Non-Profit Administration, Arts Administration, or related field or commensurate experience.
- Proficient in word processing, spreadsheet, database, and presentation applications, especially Microsoft Office.
- Proficient in QuickBooks accounting software or other financial management software
- Organized with exceptional attention to detail
- Outstanding verbal and written communication skills
- Creative problem solver
- Quick learner and easily adaptable
- Possesses emotional intelligence and self-awareness
- Passionate about the arts and providing arts opportunities to area youth
- Ability to pass a background check

Bonus Qualifications

- Experience in grant writing and administration
- Experience in budgeting and annual planning processes
- Experience with administration of 501c3 paperwork and eligibility
- Experience in community relations and public speaking
- Knowledge of graphic design and related software
- Management experience with a small staff
- Marketing experience and proficient in major social media applications
- Database Management experience
- Event planning and coordination experience

Schedule Requirements

- Part time
- Approximately 25 hours per week
- Combination of in-person and remote work schedule
- Some evenings and weekends required

\$25,000 yearly salary