

Embassy Theatre Foundation, Inc.

Job Description

Job Title: Chief Programming Officer
Reports To: President & CEO
Classification: Exempt, Full-time, Salaried
Salary Range: Starting at \$85,000

General Description:

Responsible for developing and implementing the programming vision of the organization, which is aligned to the Embassy's mission, values and strategic plan. Oversees all programming components, which include programming/act obtainment, co-presenting, rentals and education. Supervises team of programming staff.

Duties and responsibilities:

- Leads development, implementation and evaluation of Embassy arts and entertainment programming.
- As part of the Embassy leadership team, helps define and execute the organization's strategic goals, supervising day-to-day programming initiatives and overseeing key programming decisions.
- Manages the daily programming process, including schedules, budgets and communications, and participates in marketing and philanthropy strategy.
- Hires, supervises and evaluates programming staff, working closely with the CEO.
- Has overall responsibility for programming contracts, ensuring necessary event details are provided to staff in order for timely event planning and implementation.
- Is responsible for communicating analysis and evaluation of programs, including short- and long-term goals, to staff.
- Develops and oversees the programming budget.
- Ensures effective use of the organization's master calendar and other program management tools and files.
- Maintains strong industry awareness and is active with national and local programming organizations.
- Fosters the development of good relations and partnerships with other arts organizations.
- Ensures effective leadership and oversight of accurate and timely settlements.
- Possesses knowledge of venue programming concepts, best practices and procedures.
- Performs and displays excellent customer service skills when scheduled to work events.
- Performs other duties and responsibilities as assigned.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.

Education and/or experience: At least five years' experience leading or managing venue programming required, with a preference for arts and theater programs. At least five years' experience supervising staff required. Bachelor's degree in theater management or a related field and/or training or equivalent combination of education and experience preferred. Must be a highly organized professional and excellent communicator with the ability to work both independently and collaboratively.

Hours: Full time is based on 35 hours per work week, with flexibility to accommodate weekend and after-hour work schedules. Work from home flexibility also available.

Compensation: Wages are commensurate with experience. The Embassy offers a benefits package that includes a flexible work environment; health, dental, vision and life insurance; 403(b) retirement plan; mental health EAP; short and long term disability; and paid vacation, holiday and sick days.