

The Public Theater San Antonio: Executive Director
Job Description

The Executive Director (ED) will oversee all aspects of TPTSA's administrative functions, including fundraising and development, marketing, finance, personnel, board relations, and general administration. The Executive Director will be instrumental in directing and monitoring the organization's strategic plan, and will invite and value the participation of all stakeholders.

Job Responsibilities Include:

- **Fundraising and Development:** Develop fundraising strategies to meet and maximize contributed income goals; Establish and deepen relationships with donors (individuals, foundations, and corporate); Support key staff and Board in cultivation and stewardship, including special events planning; Manage grants calendar and supply needed materials (statements, budgets, data, etc.) for grant proposals, interim reports and other funding requirements
- **Marketing and Public Relations:** Develop marketing strategy to meet and maximize earned income goals, strengthen brand identity, and generate media exposure; Serve as advocate and spokesperson for TPTSA; Develop and pursue strategic marketing opportunities and partnerships; Manage annual marketing calendar
- **Finance:** Develop, monitor and prepare monthly reports for operating budget, cash flow, and balance sheet; Oversee bookkeeping function, including accounts payable, accounts receivable, payroll and related taxes, cash receipts, and cash balances
- **Board Relations:** Serve as primary staff liaison with Artistic Director to Board of Directors; Schedule meetings, generate Board Reports, etc.;
- **Personnel:** Hire, train, and supervise TPTSA staff and interns; Work with the Board to implement and oversee personnel policy and employee benefits; Lend guidance and support to other staff in supervisory roles on hiring, training, and assessment
- **Strategic Planning:** Lead the execution of the strategic plan that is centered around equity, diversity, inclusion and accessibility and monitor progress toward goals along with the Artistic Director, Board of Directors, and staff; Task and monitor appropriate staff or Board member(s) with strategic plan initiatives
- **General Administration:** Lead staff and senior management meetings; Review and approve contracts; Oversee information technology systems and office equipment; Oversee box office and front of house operations

The ideal candidate for the Executive Director position will have outstanding leadership, organizational, problem-solving, and communication skills. He/she will have a proven ability to manage budgets and increase revenues through earned and contributed income, with a measurable record of success in building and deepening donor relationships with individuals. Educational training/background in the arts and past participation in arts organizations is preferred. Past experience with Actors Equity Association preferred.

The Executive Director will set a tone for collaboration, respect, and professionalism throughout the Company, and ensure that the artistic mission remains paramount in the organization's activities and decision-making. Must possess ability to motivate and lead diverse groups of people.

Proficiency with Microsoft Office Suite is required.

Salary range: \$45,000 - \$50,000

Qualified candidates should send resume and cover letter to info@thepublicsa.org