

**Job Position: Executive Director, Alberta Bair Theater, Billings, MT**

Alberta Bair Theater, located in Downtown Billings, is a 1,400-seat multi-purpose performance venue. ABT operates in support of a mission focused on bringing the excitement of the performing arts to Big Sky Country and beyond the stage to augment and develop regional education opportunities in the performing arts for people of all ages and backgrounds.

**The Board of Directors of Alberta Bair Theater seeks a strategic and visionary Executive Director who will:**

- Guide the operations of Alberta Bair Theater, setting and enforcing operating policy and procedure;
- Mentor and monitor senior staff, ensuring each is consistently meeting expectations;
- Establish strategies for board development, and with appropriate staff members, for audience development, for fundraising at both an ongoing level and for a capital campaign, and for education & community outreach;
- Set organizational vision and philosophy with regard to maintaining prestige as Montana's largest, best performing arts venue.
- Liaise and connect ABT with local regional and state constituencies.

**Job Description:**

The Executive Director of Alberta Bair Theater will provide leadership, create vision, and carry out strategic planning. The Executive Director will ultimately be responsible for ABT's activities and operations, including fundraising, program development and delivery, marketing, branding and public relations strategy and fiscal management, conducted in a manner that is consistent with established vision and goals.

**Key Responsibilities:**

- Develop and administer policy and strategic direction for the management and activities of ABT, including fundraising and marketing;
- Coordinate strategic planning for the development of short- and long-term goals and objectives for ABT;
- Oversee the day-to-day operations of the facility, including all personnel and administrative activities such as facility management, financial management, fundraising and marketing activities and box office and front of house operations;

- Oversee human resource activities for ABT, including hiring, firing and evaluating staff, conflict resolution, and addressing scheduling, administrative procedures, workflow and/or non-technical operating problems as necessary;
- Provide direction and oversight for programming and presenting activity;
- Oversee the development and enforce the administration of institutional and departmental budgets in collaboration with financial staff;
- Oversee marketing and development activities, engaging in key fundraising efforts that include applicable government, corporate, foundation and individual solicitation and support;
- Develop and cultivate collaborations with existing arts entities, including Billings Cultural Partners, appropriate residents and community partners to support program development and ensure that ABT is serving the greater community with particular focus on arts education for all ages;
- Serve as a significant and publicly involved member of Billings and regional communities with a focused presence in downtown, non-profit and cultural areas;
- Engage the continuation of collaboration between ABT and the local schools to provide educational opportunities in our community.

### **Qualifications:**

The Executive Director must hold an aptitude and track record of success in managing performance facilities, developing diverse programming and building collaborative partnerships. He/she must offer forward-thinking visionary leadership, well-developed management and fundraising skills, a knowledge and passion for all genres of the performing arts and the ability to effectively serve audiences, artists, and community organizations and entities.

### **Specific requirements include:**

- Extensive management experience in arts administration including such areas as programming, presenting, fundraising, facilities management and operations
- Strong budgeting, financial management, and analytic skills and the ability to present information in a clear and comprehensible manner to diverse audiences
- Significant experience with fundraising and development activities, including prospect identification and grant writing
- Experience developing and working with Boards of Directors as well as community cultural organizations, community leaders and peers, promoters and presenters
- Exceptional communication skills to deliver the mission and vision of ABT

- Prior success in developing and implementing creative, innovative and engaging arts and cultural programs (including presenting programs) that successfully serve a diversity of constituents
- Leadership skills that enable the development of an effective, trusting, respectful and engaging team environment
- Bachelor's degree required, master's degree preferred.

**Please contact the theater with any questions or for further details: [Search@albertabairtheater.org](mailto:Search@albertabairtheater.org).**