



Executive Director Part Time Position

Job Description

Background.

The Southern Colorado Repertory Theatre (SCRT) has been in existence in Trinidad, Colorado since 2001, growing from a three-month summer professional repertory company to a year-round presence on Main St. with the addition of Youth Programming and the Trinidad Community Theatre.

SCRT's operational budgets have increased each year as new programs and personnel have been added. Additionally, SCRT is supported by the Southern Colorado Endowment for the Performing Arts (SCEPA), the local community, and a variety of foundation grants that supplement revenue from ticket and merchandise sales.

Facing many challenges in 2020, SCRT will be operating on a much reduced budget and scaled-back programming, with a focus toward reassessing what the local community can support and building toward full operation and financial sustainability in 2021.

The Executive Director position.

This employee will start on a part time basis, with the goal of building the organization to the point of being led by a full time Executive Director.

Primary responsibilities will focus on:

- Fundraising
- Marketing
- Community Outreach
- Booking events that provide continual revenue and diverse entertainment for diverse audiences

Additionally, the Executive Director will be responsible for overseeing the administrative staff, entertainment programming, and SCRT's strategic plan.

General Responsibilities.

1. **Governance:** work with and report to the SCRT Board of Directors in fulfilling the organization mission.
2. **Financial Performance and Viability:** develop resources sufficient to ensure the financial health of the organization, which includes local fundraising campaigns, grant writing, and maintaining a network of investors.
3. **Community engagement:** maintain and enhance SCRT's image by being active and visible in the community, by working closely with other professional, civic, and private organizations, and by overseeing marketing and other communication efforts that promote SCRT as a vital economic engine and advocate of the area's quality of life.
4. **Operations:** work with SCRT staff to maintain and improve existing policies and procedures for all SCRT functions.

Qualifications.

- A bachelor's degree.
- Two or more years of administrative experience.
- Evidence of successful grant writing.
- A history of successfully generating new revenue streams and improving financial results.
- Strong written and oral communication skills.
- Experience making public presentations.
- Demonstrated ability to oversee and collaborate with staff and team members.
- Experience meeting challenges with creativity and a drive for success.
- Strong work ethic and high degree of energy.

Definition of “part time” and compensation.

This is a half time position, initially, with flexible hours depending on an agreed-upon work plan, created in conjunction with the Board of Directors, in order to achieve the three main goals of fundraising, marketing, and community engagement.

Compensation dependent on applicant skills and experience but in the range of \$20,000 to \$25,000 for the first year.

At full time, this position will be compensated between \$40,000 and \$75,000.

Application Process

1. Submit a **Letter of Interest** that describes how you and SCRT would make a good match at this point in time. Include any biographical information that will help SCRT understand your background and life experiences.
2. Submit a **Resume** that includes relevant training, employment, related experiences, and three references who have firsthand knowledge of your effectiveness as a manager and team leader.
3. Description of an anecdote or experience that had a profound impact on you that will let us know more about you.

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Once a pool of qualified candidates has been achieved, a committee of SCRT Board members, directors, patrons, and volunteers will arrange interviews with those who meet the job qualifications.

From the application materials and interviews, the committee will present the top two or three candidates to the Board, and the job will be offered.

SCRT's goal is to have this position filled and an Executive Director in place by February 29, 2020.

**Submit application materials via email or hard copies.**

**Email:** [info.scrtheatre@gmail.com](mailto:info.scrtheatre@gmail.com)

**Hard copy to:**

**SCRT  
131 W. Main St.  
Trinidad, CO 81082**

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To learn more about the Southern Colorado Repertory Theatre, visit

- website: www.scrtheatre.com
- Facebook, ["Southern Colorado Repertory Theatre"](#) and ["Trinidad Community Theatre"](#)
- Instagram, [@scrtheatre](#)