



Door Community Auditorium

Position Guide - Revised

Open Position:	Executive Director
Reports to:	Board of Directors
Website:	http://www.dcauditorium.org/
Redefined & Announced:	June 18, 2010
Start Date:	As soon as possible

History and Mission

In 1990, ground was broken for a year-round community center for the arts in Door County, Wisconsin. More than 1,200 individuals, businesses, organizations, and foundations contributed \$2.7 million during a two-year fundraising campaign, supporting the concept "it takes a village." The 750-seat Door Community Auditorium (DCA) opened in May, 1991, and a state-of-the-art facility for the performing, visual, and literary arts was unveiled.

From the very first season, the Door Community Auditorium has provided a wealth of opportunities to experience theatre, music, and dance. Past performers include George Winston, The Second City, Big Bad Voodoo Daddy, Chubby Checker, Hubbard Street Dance Chicago, Rosanne Cash, Capitol Steps, Lorie Line, Natalie McMaster, Pearl Django, The Lettermen, American Bandstand legends Fabian and Bobby Vee, Tom and Dick - The Smothers Brothers, and many more.

The Door Community Auditorium is physically located on the edge of the Gibraltar public school campus. As a result, community outreach and education are vital components of the mission of DCA. Year round programming for adults and students include master classes, workshops, demonstrations, mini-performances, and lectures.

With an operating budget of approximately \$550,000 and a staff of three full-time positions (including the Executive Director) and 1 part-time position, the Door Community Auditorium leverages prodigious amounts of volunteer labor to fulfill its mission of "embracing the community." The Door Community Auditorium seeks to serve as an arts, cultural, and educational center for the entire region. Enriching, entertaining, and challenging through a balanced combination of the various arts, as well as providing opportunities for social, educational, and cultural growth, is at the heart of our mission.

Redefining the Position

The public recruitment for the new Executive Director of DCA originally began in January 2010. While many talented candidates put their name in for consideration, the interview process itself uncovered a disconnect between the Board's vision for the organization and the skill set brought forth by the first round of candidates.

Initially, less emphasis was placed on experience in professional arts management in an effort to draw more individuals with strong ties to Door County. However, as the interviews took place, it became clear that education and/or experience in arts management is a requirement if the new Executive Director is to help DCA fully realize its potential.

As a result, the Board of Directors has redefined the requirements for this position and increased the compensation package in an effort to attract a candidate who can help realize the Board's vision for the future of DCA. The Board anticipates offering the ideal candidate an initial salary of between \$50,000 and \$60,000 per year, a stipend to purchase benefits, and paid vacation. A relocation allowance may also be offered should the new Executive Director currently live outside of Northeast Wisconsin.

Ideal Candidate Profile

We seek an energetic leader with a passion for the performing arts. A person who is self-directed, confident, and possesses a quick and creative mind is essential. The successful candidate will be a poised individual who is supportive, diplomatic, personable and able to inspire the staff, donors and volunteers.

The qualified candidate must have experience in managing an arts organization. A degree in arts management or significant continuing education in this field are both acceptable substitutes for an individual with less management experience.

Familiarity and experience with programming and booking is a great plus, but not a requirement.

The next Executive Director must be a prudent decision-maker and a pragmatic manager firmly committed to running a sound financial ship. He or she will have a solid understanding of finance and be able to show evidence of effective staff management and organizational skills in such areas as goal-setting, problem-solving, and collaborating.

The ideal candidate will be an excellent communicator, both internally with staff and volunteers, and externally in the community. He or she must reach out to the community to build long-term relationships and broaden the base of financial support for DCA's current operations and future initiatives. The successful candidate will understand and embrace resource development as a significant part of the Executive Director's responsibilities.

The Executive Director will also be responsible for proposing different staffing configurations to the Board and ultimately hiring to fill DCA's two other full-time and one part-time position.

This position is an excellent opportunity for a mid-level staff person who seeks to manage an organization. It also would be well suited for the more experienced professional who wants to enjoy the remarkable quality of life offered by Door County, Wisconsin.

Application Process

To apply, please submit a current resume and letter of interest including salary expectations to DCAAPP@gmail.com, or mail to:

DCA Search Committee
Dahl Law Firm
P.O. Box 259
Sister Bay, WI 54234

Application materials should be submitted by July 23, 2010 to receive full consideration. However, resumes will continue to be accepted after this date until the position is filled.

The final candidate will be required to submit to a background and reference check.

Formal Position Description

Major Visionary Responsibilities

- To give leadership and direction to staff, volunteers and the Board of Directors, to fulfill the DCA's mission statement.
- Act as the primary liaison with the Board of Directors.
- Develop and maintain community pride in DCA through events and awareness of DCA and its programs.
- Be the visible outreach person to the community and the general public. Interact and gain support from donors, constituents and staff.
- Implement goals and objectives to ensure financial stability of the organization.
- Strive for excellence in all aspects of DCA.
- Study the history of the DCA. Look at the successes and failures and chart the course for the future.

Major Functions/Accountabilities

Financial

- Lead and oversee the Board in fund raising efforts, program sponsorships and donor relations.
- Develop and maintain annual budget, monthly program worksheets and cash flow reports.
- Ensure that the organization operates within budget guidelines.
- Ensure that accurate financial records are maintained, and legal obligations fulfilled.
- Oversee and research any grant writing opportunities.
- Have a basic working knowledge of Quickbooks and basic accounting practices.

Programming

- Organize and oversee the quality of the DCA programming and performance operations.
- Be aware of all contract language; sign contracts for performances.
- Oversee and/or maintain calendar and coordinate use of auditorium with Gibraltar School.
- Participate in any or all stage events as requested by Board of Directors.

Personnel

- Hire, contract with, and supervise all personnel.
- Maintain current job descriptions and conduct annual job evaluations with primary staff.
- Possess some knowledge of logistics of putting on a performance.
- Organize, oversee and have basic knowledge of all office operations.
- Organize and manage volunteers' activities and recognition.
- Ensure that an adequate personnel policy is in place.

Board of Directors

- Participate in orientation process, prepare a file of DCA documents for new members, and maintain records of board terms.
- Attend board meetings and ensure that directors are informed of all DCA financial and organization activities.

- Work with officers on their various responsibilities, particularly Treasurer and President.

Other

- Maintain an effective marketing plan – both annual and program specific.
- Maintain constructive ongoing dialog with Gibraltar School superintendent, and as designated liaison to Gibraltar School Board.
- Monitor and maintain terms of Gibraltar Area Schools/DCA lease.
- Coordinate and oversee the outreach events, Link gallery and special events.
- Coordinate policies, procedures and implementation of rental use of DCA.