



OPEN WINDOW THEATRE EXECUTIVE DIRECTOR – JOB DESCRIPTION

Open Window Theatre (OWT), a multigenerational professional theatre based in the Twin Cities presenting stories of redemption, is seeking a full-time Executive Director (ED) to support all non-artistic aspects of its operation and build its infrastructure to support current and future growth.

The ED will work with the Artistic Director (AD) and Board of Directors (Board) to help realize and advance the mission and goals of the organization through strategic leadership, skilled fundraising and development, and administrative excellence.

Open Window produces four mainstage plays each season, in addition to a variety of cultural events (e.g., concerts, talks, and art displays), as well as an acclaimed youth education program culminating in a summer production.

Reports To: Board of Directors

Manages: Box Office Manager, Volunteers, future administrative staff hires

Position: Full-Time, Salaried

Start Date: Negotiable

Salary: Negotiable, based on experience

RESPONSIBILITIES

Strategic:

- Work with the Board and AD to set strategic priorities, clearly defined goals, and annual budget.
- Bring standardized processes and organized direction to staff and development to ensure theatre and AD can thrive.

Fundraising and Development:

- Advance the organization through competent and strategic fundraising across donor/gift types.
- Work with the Artistic Director on strategies to expand OWT's COR Patron program, season ticket sales, and single ticket patron base.

- Identify and secure new earned and contributed revenue sources.
- Look for, establish, develop, and maintain relationships with church, school, business, and other community leaders to forge productive partnerships.
- Find new, innovative ways to broadcast the Open Window mission and experience to current and future audiences.

Financial:

- Lead budget creation process on an annual basis in collaboration with the AD and Board.
- Meet financial goals through earned and contributed income and expense management.
- Maintain high standards of financial management and reporting and participate in annual audit process.
- Work with the AD and Board on the creation and distribution of an Annual Report.

Administrative:

- Perform all administrative duties as necessary to keep the organization operational, providing a superior experience to all patrons.
- Oversee OWT staff in accordance with the organization's flowchart and manage the HR needs of the organization. Prioritize growing administrative staff as fundraising allows to accomplish administrative and operational goals.
- Evaluate all systems and implement improvements for increased efficiency.

QUALIFICATIONS

- 5+ year track record of success in roles with high levels of responsibility.
- Enthusiasm and skill for fundraising.
- Excellent communication, interpersonal, time management, and organizational skills.
- Passion for the mission and Core Principles of Open Window Theatre.
- Entrepreneurial spirit with comfort working in environment where success is directly reliant on job performance.
- Preferably a strong network of local relationships with potential donors aligned with the mission.
- Demonstrated strategic leadership skills and capabilities.
- Strong financial and staff management skills.
- A joyful heart with ability to create a warm and welcoming environment for all artists, volunteers, and patrons.

The Executive Director will generally work in the office on Mondays-Fridays from 9 AM – 5 PM. Additional evening/weekend hours can be expected as well. Comp time is available as earned.

Annual salary increases will be considered commensurate with Open Window's financial success and employee's job performance.

ABOUT OPEN WINDOW THEATRE

Open Window Theatre was founded in May 2011 for the purpose of bringing multigenerational professional theater with a redemptive vision to the Twin Cities.

Seven Core Principles form the foundation of Open Window Theatre – a foundation upon which we intend to build OWT's reach and reputation as one of the premier professional theaters in the Twin Cities:

1. We believe theater should not only entertain, but also educate and inspire with the kind of beauty that will save the world.
2. We believe good art should challenge people to be better versions of themselves.
3. We believe we do not have to be vulgar in order to produce good theater and that some things are better left to the imagination.
4. We believe good art – in exploring the darkness of the human condition – should always possess a redemptive value while respecting the dignity of the human person on and off the stage.
5. We believe religious faith is something to celebrate – not denigrate – through art and we believe in exploring issues of faith and spirituality in a serious and thought-provoking way.
6. We believe in creating an intimate theater-going experience that is memorable, engaging and immersive.
7. We believe in producing top quality theater that is accessible to everyone (yes, EVERYONE) and won't break your budget.

To Apply: Please complete the online application survey [located here](#) and submit your resume and cover letter to hiring@openwindowtheatre.org. Open Window Theatre is an equal opportunity employer. For more information about Open Window, visit <https://openwindowtheatre.org>.