

Kenai Performers

POSITION: Executive Director

JOB CLASSIFICATION: Contractual

REPORTS TO: President of the Board of Directors

JOB SUMMARY: Provides leadership and direction to the operations of the Kenai Performers organization. Oversees the day to day operation of the Kenai Performers. Serves as staff to the Board of Directors. Supervises volunteers of the organization.

ESSENTIAL JOB FUNCTIONS:

1. Serves as Staff to the Board
 - Prepares board packets to include agenda, past minutes and additional information needed by the Board to make policy decisions.
 - Receives requests for Board action, polls the Board for decisions between monthly meetings, has decisions ratified at the next Board meeting
 - Prepares a monthly report from the ED to the Board
 - Brings policy issues and requirements to the Board for approval
 - Develops and maintains an Operations Manual for all Kenai Performers functions

2. Serves as the Fiscal Agent to the Board
 - Prepares an annual budget for the organization for passage by the Board during the July meeting each year
 - Is responsible for accounts receivable and accounts payable and reconciling bank balances in coordination with the Board Treasurer
 - Coordinates with the Treasurer related to the preparation and presentation of the monthly financial report to the Board
 - Presents an end of year fiscal report to the Board at the August Board meeting each year

3. Coordinates all activities of the Kenai Performers
 - Convenes and Chairs the seasons committee
 - Coordinates with the web designer on the layout, content and updating of the website
 - Presents a season of shows with a schedule of events and timelines to the Board for approval at the July meeting each year
 - Coordinates the production of all shows and events done by the Kenai Performers to include advertising posters, ticket sells, publicity, coordination with the ticket vendors
 - Coordinates and approves all activities in the Kenai Performers space including donations and volunteers
 - Coordinates the operations of the Consignment shop

4. Produces and develops new funding opportunities for the Kenai Performers

Identifies, writes and submits proposals for program and capital grant funding within the scope of the Kenai Performers mission.
Submits reports as identified in grant agreements.
Coordinates fund raising events

ADDITIONAL JOB DUTIES:

Other duties as assigned

QUALIFICATION, EDUCATION AND EXPERIENCE DESIRED:

High school diploma or GED
5 years of experience in performing arts, arts and culture
Grant writing and grant management experience
Experience with volunteer coordination
Strong computer literacy in word processing, spreadsheets, graphic design programs and internet applications
Strong written and verbal communication skills
Knowledge of theater technology such as light boards and lighting, sound systems and recording, general use of power tools, set design and construction

COMPENSATION: \$2,000/month \$24,000/year

PHYSICAL REQUIREMENTS

Must be able to drive and possess a valid drivers license
Able to perform duties on a variable schedule

PHYSICAL DEMANDS

Able to lift 25 lb.
Operate tools both manual and power

HEALTH AND SAFETY REQUIREMENTS

Successfully pass background check through State Troopers check.

Signature: _____ Date: _____