



1001 EAST PRINCETON STREET  
ORLANDO, FL 32803

## Position Profile

### EXECUTIVE DIRECTOR

The Orlando Repertory Theatre (a/k/a “The REP” or “Orlando REP”), an established theatre for young audiences (“TYA”), is seeking a visionary leader to serve as the Executive Director.

The Executive Director reports to the Board of Directors in all matters related to the administrative and operational aspects of The REP. The Executive Director is responsible for ensuring the company’s operations meets and exceeds expectations, seeks ways to expand and improve business results and enhances the vision of the organization to achieve growth. The role works in partnership and collaboration with the Artistic Director and provides oversight to the General Manager, Production Manager, Development Director, Education Director, and Business Manager. The Executive Director must demonstrate strong leadership and organizational skills, be an excellent communicator and fundraiser with sound fiscal management skills, the ability to build collaborative relationships with key stakeholders in both the public and private sectors, and demonstrate a passion for creating experiences that enlighten, entertain and enrich the lives of family and young audiences. This position requires an advanced degree in Theatre and/or Nonprofit Management (MFA, MBA, MA, or similar), and minimum 7-10 years in a senior leadership role of a professional theatre company.

### **About The REP:**

#### **History**

The REP’s history dates back to 1926, when the building was established as The Little Orlando Theatre, as part of the City of Orlando’s Recreation Department. In 1955, The Little Orlando Theatre and The Community Players combined and became The Orlando Players, Inc. In 1968, the name was changed to The Civic Theatre of Central Florida and the location of the Theatre was permanently established in Loch Haven Park, a unique art-centric district known as Orlando’s Cultural Corridor. For decades, the Civic Theatre was home to intergenerational theatre programming, until the theatre partnered with the University of Central Florida (UCF) in 2000 and evolved into the Orlando Repertory Theatre--the only professional arts organization in Central Florida focused solely on TYA. After an initial period of building repairs and program redevelopment, The REP presented its first full season of professional productions in 2003.

#### **Today**

Since its first full season, in 2003, The REP has completed 15 seasons of TYA programming. Over time, The REP has developed four main pillars of programming: 1) a professional season of TYA productions; 2) a Youth Academy, consisting of theatre-related camps and classes; 3) a partnership that contributes to the curriculum for the UCF Master of Fine Arts in TYA program; 4) and a variety of community outreach programs reaching youth in Central Florida.

The REP’s boasts annual attendance of approximately 65,000 patrons, attending over 330 performances each season. Its annual budget has reached \$3 million. Through its affiliation with UCF, as well as through other strategic associations and collaborative partnerships, including the Kennedy Center for the

Performing Arts and the Helios Foundation, The REP has established itself locally, regionally, and nationally as an esteemed leader in the TYA community.

### **Mission and Objectives:**

The REP's mission is to provide experiences that enlighten, entertain and enrich the lives of families and young audiences. Its principal objectives are as follows:

- Establish The REP's presence as the most prominent theatre arts destination for families and children of all cultural and socio-economic levels in Central Florida
- Establish The REP's Youth Academy as the foremost theatre training center for young people in Central Florida
- Provide ongoing development, support and partnership for the UCF Masters of Fine Arts in TYA and UCF Conservatory Theatre
- Create extraordinary theatre experiences that educate, challenge, and inspire young people
- Promote accessibility to theatre for all members of the community, including underserved or at-risk populations
- Enhance the educational and creative development of students and teachers through outreach and community engagement programs
- Provide a safe, nurturing and encouraging environment for Central Florida students by supporting personal and creative growth and development
- Maintain transparency and serve as good stewards of financial and other support provided to The REP

### **About The Executive Director Role:**

#### **Basic Purpose and Objective of the Role:**

The Executive Director: (1) serves as an officer of the Board of Directors (non-voting); (2) serves as the primary conduit of communication between the staff and Board of Directors; (3) attends and organizes Board meetings; (4) serves on and attends the meetings of all Board Standing Committees; (5) reviews and approves all agreements and contracts made by representatives of The REP, in compliance with the organization's bylaws; (6) supports the Artistic Director as to all artistic elements such as shows, programs, branding, and other issues related to the creative aspects of The REP; (7) supports the creative process by administrating and operating the company in a fiscally-responsible manner; (8) works in partnership with the members of the leadership team in decisions related to the day-to-day operation of and long-term planning for the organization; (9) serves as a public face of the organization engaging in community relations and business outreach; (10) effectively communicates the mission and vision of The REP to government, educational, foundations as well as individuals that may support the programs and productions of the company; (11) works closely with the Development Director in setting and reaching fundraising goals and increasing contributed income.

#### **Core Competencies:**

- Proven problem-solver
- Accountable for actions
- Holds others accountable for their actions
- Committed to setting a positive example
- Passionate about TYA

- Objective considering thoughts, concerns and ideas of others
- Collaborative
- Decisive, objective, and a caring person
- An example of integrity
- Excellent communicator
- Flexible and transparent
- Committed to diversity and inclusion
- Disciplined and able to instill discipline in others
- Exceptionally strong relationship skills

**Duties and Responsibilities:**

- Responsible for all business, operational, and administrative aspects of The REP
- Provides vision and direction to the members of the Board of Directors
- Ensures compliance with The REP's governing documents
- Ensures the company is in compliance with state and local government regulations
- Assists the Board of Directors in identifying and recruiting new members
- Provides support to the Artistic Director's creative vision by ensuring protection of the brand and sound fiscal management
- Collaborates with the Artistic Director on issues related to staffing and areas of creative responsibility
- Translates The REP's mission and vision into achievable goals
- Ensures conformity with the company's strategic plan
- Establishes long and short term goals by recommending updates to the strategic plan to the Board of Directors
- Keeps staff informed and engaged by providing regular updates on issues of importance
- Provides direction and focus concerning marketing and branding
- Oversees grant proposals, sponsorships, planned giving and endowments in collaboration with the Development Director
- Manages budgets in collaboration with the General Manager and Artistic Director
- Provides input and oversight in the budgeting process and long-term financial planning
- Builds meaningful and sustainable relationships with The REP's supporters and stakeholders
- Effectively presents to large and small groups
- Provides leadership in the recruitment of technical, creative, and professional staff
- Strives for and ensures diversity
- Serves as a representative of The REP in the community including United Arts, Orange County, City of Orlando and the University of Central Florida
- Ensures staff focus on exemplary patron service and business results
- Is accountable and holds others accountable for their actions

- Leads and directs the leadership team on all projects ensuring effectiveness and efficiency
- Provides inspiration and motivation to staff and Board members
- Supports new initiatives as developed and approved by the Board of Directors
- Seeks assistance from others when needed

**Requirements:**

- Advanced degree in Theatre and/or Nonprofit Management (MFA, MBA, MA or similar)
- Minimum of 7 to 10 years in a senior leadership role of a professional theatre company
- Substantial experience and knowledge in theatrical production
- Knowledge of and aptitude for special events and fundraising
- Experience dealing with audits and managing a 501c3 nonprofit company
- Understanding of collective bargaining agreements
- Exceptional ability and knowledge of business practices and procedures
- Strong analytical and administration skills
- Exceptional relationship and communications skills
- Extremely organized and able to multi-task
- Demonstrated ability to promote cooperation and teamwork
- Ability to work effectively with diverse groups across all levels of administration
- Strong leadership and coaching skills as well as guiding and managing creative people
- Proven strong verbal and written communication skills, including presentation skills
- An example of honesty and integrity
- Displays passion and a positive attitude
- Able to work within and adapt to a challenging environment
- Open to new ideas
- A deep passion for children, theatre, and education

**Salary & Benefits:**

Compensation for this role will be commensurate with experience. Benefits appropriate to a non-profit executive position are also available.

**Targeted Starting Date:**

July 1, 2019

**Application Process:**

Qualified interested candidates may submit a letter of interest along with a resume outlining relevant experience and qualifications by email to [searchcommittee@orlandorep.com](mailto:searchcommittee@orlandorep.com).

The REP is an equal opportunity employer.