

About The River Raisin Centre for the Arts (The RRCA):

The River Raisin Centre for the Arts is dedicated to providing high-quality performing arts presentations, arts education, and professional support to local arts organizations.

The River Raisin Centre for the Arts (RRCA) was founded in 1987 as a not-for-profit 501(c)3 organization by a group of community leaders. The founders dreamed of creating an arts center by restoring the 1938 art deco Monroe Movie Theater in Historic Downtown Monroe.

The Theatre became the RRCA's base of operations as they sought to fulfill their mission of enhancing the quality of life in their community through the arts and cultural services. The RRCA is now the leader in arts services in the community. The RRCA provides outstanding performances of ballet, musical Theatre, and musical acts for all ages and classes, programs, and summer camps where the community's youth learn, grow, and create. With over 700 children and adults in performance and practice spaces each week, their programs foster creative and critical thinking skills. The RRCA's offerings build a sense of belonging, connection, and a growth mindset.

Mission: The *River Raisin Centre for the Arts* in historic downtown Monroe, Michigan, is the premier regional center for unparalleled performing arts education and programming that instructs, inspires, and enriches Monroe County and the surrounding communities.

About the Position: The Executive Director is responsible for the leadership and management of the River Raisin Centre for the Arts (RRCA) and, in conjunction with the Board of Directors, develops the RRCA's strategic plan. This individual is responsible for meeting the organization's mission and strategic plan objectives. The Executive Director coordinates a professional community of diverse constituents and mediates conflicting ideas. They manage the company's business aspects with a primary focus on development and finance. The Executive Director oversees staff and volunteers and reports to the Board of Directors. The Executive Director is a full-time position located in Monroe, Michigan. S/he will have an office on-premise and can also work from home as needed.

Duties & Responsibilities

Administration and Management

- Provide leadership and management over the RRCA's divisions, the directors, staff, and volunteers in each division, and total operations.
- Work with the directors, designers, actors, and other artistic collaborators in planning and executing the Theatre's creative direction and programming, including selecting plays, musicals, performances, and other artistic events that align with the Theatre's mission and vision. Assess all contracts and hire the technical team required for each contract.
- Ensure compliance with legal, safety, and regulatory requirements related to performance and venue operations.
- Oversee the management and maintenance of Theatre, dance, office, and meeting spaces, including technical equipment, facilities, and overall aesthetics.

Strategic Planning

- Advocate for the RRCA's mission, vision, and values.

- Evaluate community needs regularly and recommend programs to enact positive change and furtherance of appreciation and participation in the arts.
- Monitor the progress of strategic initiatives and report to the Board of Directors regularly.

Relationships

- Represent the RRCA in the community.
- Maintain membership with local and regional art associations to benefit the RRCA.
- Maintain positive community, media, vendor, and advertiser relationships.

Budget/Financial

- Oversees ongoing financial operations, including but not limited to tuition, fees, box office operations, payroll, federal and state tax compliance, accounts payable, budget and audit compliance, and financial policies and procedures.
- Work with the Board of Director's Finance Committee to develop annual operating and capital budgets and three-year rolling budget projections.
- Provide regular financial reports to the Finance Committee.
- Provide regular enrollment, membership, and audience reports to the Board.
- Work with the Building and Grounds Committee to oversee the planning and implementation of capital expenditures and facility improvements.

Development

- Cultivate and steward new and current donors among the local community, business supporters, and advocates for the arts.
- Ensure grant writing activities, annual and capital fundraising campaigns, and related development processes are executed on an ongoing basis.

Marketing and Communications

- Direct the promotion and marketing of the RRCA, allowing increased visibility in the wider region.
- Ensure donors, families, and the public are informed about the organization's programs and activities.
- Ensure that local and regional media have appropriate and timely information about theatre performances and activities, as well as print and online social media.

Board Coordination

- Serve as staff liaison to the Board, accountable for timely, accurate, and transparent communication.
- Review existing policy and recommend changes to the Board when necessary.

Preferred Qualifications

- Bachelor's degree in theatre studies, arts management, or related field
- Three or more years of experience in arts or nonprofit management
- Three or more years of experience in nonprofit fund development
- Strong financial and staff management skills
- Demonstrated success in securing major gifts and grants

- Effective written and oral communication skills
- Strong presentation and persuasive skills
- Efficient multitasking and time management skills
- Familiarity with all aspects of theatre production, including basic design and technical operations
- Experience developing and monitoring theatre production budgets
- Demonstrated ability to promote programming with limited budget and resources effectively
- Experience with a diverse range of fund development strategies, including securing grants, gaining and sustaining sponsorships, and hosting special events
- Strategic leadership experience in a theatre organization or other nonprofit/arts organization
- Passion to cultivate a welcoming environment for diverse populations
- Experience in conflict resolution and consensus-based decision-making

Compensation

\$45,000 - \$55,000 per year

Equal Employment Opportunity

The RRCA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Application

Please provide the following:

- Cover letter
- Resume
- Writing sample (e.g., grant application, fundraising appeal, sponsorship brochure)
- Three professional references

Please send all materials to RRCA.jobsearch@gmail.com.

The review of applications begins on May 20, 2024, and continues until the position is filled.