Theatre Bay Area (TBA) seeks a steadfast, empathetic and tactical Executive Director to guide the organization into the next chapter of its history in collaboration with the board and staff.

Who is Theatre Bay Area?

Theatre Bay Area is the largest arts service organization of its kind, supporting the radical creativity of its members with unparalleled access to educational, financial and professional resources.

TBA’s mission is to unite, strengthen, promote and advance the theatre community in the wider San Francisco Bay Area, working on behalf of our conviction that the performing arts are an essential public good, critical to a healthy and truly democratic society, and invaluable as a source of personal enrichment and growth. We work to nourish our creative community and expand access to the arts for all. The work of our members is situated at the dynamic intersections of technology, arts, entertainment and culture, and engages millions of arts participants each year. The result—our region is one of the most vibrant and unique cultural destinations in the world.

TBA is committed to embodying and advancing the values of community, inclusion, service, impact, and organizational sustainability. To live out our values, TBA is committed to advancing the principles of equity, diversity, and inclusion (EDI) both within our own organization and in the larger field.

Who is in Leadership?
Dr. Anne W. Smith (Board President) has been a long-time leader in arts administration in a variety of roles: advocate, arts professional, planning and organizational development consultant, professor, and arts educator connected to interests nationally and internationally. She was Arts Administration department Chair and arts professor at Golden Gate University and earlier in her career, a tenured secondary education teacher of English, Humanities, Drama and Speech. She holds a DPA (with a focus on public policy) from Golden Gate University, an MA in Humanities & Curriculum from Teachers College, Columbia University and a BA in English and Theatre from State University of New York (University at Albany). She has held leadership positions at the California Arts Council, San Francisco Arts Commission, ODC Dance, Dance Spectrum Ballet, Book Club of California, San Francisco Center for the Book and San Francisco Circus Center. A nonprofit governance expert, Anne is also a Board member for the Medical Clown Project, Fountain Project Foundation, and Co-Chair of Arts Forum for the Commonwealth Club of California.

For a full list of the board members and their bios, please visit www.theatrebayarea.org/page/WhoWeAre.

What will you do?

The incoming Executive Director (ED) of Theatre Bay Area will lead the strategy, programs and day-to-day operations of the organization. Reporting to the Board of Directors, the ED will work to advance the mission and vision of the organization within the Bay Area and nationally. The ED will collaborate closely with the board and staff to develop a strategic direction, define organizational priorities and build the infrastructure to implement the tactical plan in pursuit of TBA’s institutional goals.

The ED will set and maintain the organizational culture by facilitating an environment of collaboration, empowerment, wellness, and excellence for its staff, board, and members. The ED will assess the organizational structure and establish an efficient, effective, and sustainable business model for the company. The ED will directly supervise the Interim Managing Director, Programs Officer, Membership Officer, Marketing and Communications Officer, Development Specialist, and other positions as hired at the organization.

The ED will plan, lead, and direct all income-generating activities for the organization, including memberships, programs, and development activities such as grant writing.
and individual fundraising. The ED will serve as a public representative for the organization. The Executive Director will be required to live in the Bay Area

**Areas of Accountability**

**Strategic & Programmatic Leadership**

- Take a leading role in the development and articulation of TBA’s strategic vision and ensure the execution of its strategic plan.
- Inspire TBA’s board, staff and membership around the implementation of the organization’s mission, vision, values and strategic plan.
- In collaboration with the staff, evaluate current programs and activities for mission and strategic alignment and lead the efforts in improving and/or sunsetting programs that are not in alignment with the organization’s direction.
- In collaboration with the staff, engage in the design, execution, and regular evaluation of programs and services for the Bay Area theater ecosystem, revising legacy programs as needed and launching new services to meet strategic goals and the changing needs and opportunities in the sector.
- Stay abreast and ahead of trends in the field and serve as a recognized thought leader in the arts sector both regionally and nationally.

**Organizational Advancement**

- Lead TBA’s long-term fiscal growth, sustainability and management in key areas including staff salaries, technology, facilities, fund development, and communications.
- Serve as the lead fundraiser for TBA by cultivating, developing and deepening relations with institutional funders, government agencies and individual donors.
- Supervise the growth of TBA’s membership in all areas including companies and individuals.
- Supervise marketing efforts to ensure robust engagement with TBA programs with an eye toward increasing earned income streams.
- Supervise the creation and management of TBA’s budget.
- Manage the overall finances of the organization by supervising the monitoring, forecasting and reporting of the financial status of the organization to ensure its financial success.
- Serve as one of TBA’s main public voices and faces in the media, in civic and political arenas and at sector convenings, persuasively representing the perspectives and concerns of the region’s theatre community and building a
strong and visible public profile for Bay Area theatre both locally and nationally.

- Establish and maintain collegial relations with fellow service and advocacy organizations nationwide to advocate for public and private sector support of theatre, and engage in the development of arts-positive public policy at the local, state and federal level.

**Staff Relations / Governance**

- Establish and sustain an organizational culture that vigorously advances equity, diversity and inclusion (EDI), fosters empowerment, and promotes open and frequent collaboration within the staff, board and all of TBA’s programs.
- Ensure the development, implementation and oversight of appropriate human resource policies and procedures.
- Mentor staff by providing opportunities for professional development.
- Partner with board leadership to build and sustain an engaged, effective, diverse, informed, and energized board.
- Serve, ex officio, as a voting member of the TBA Board of Directors.
- Serve ex-officio on board committees.

**Who are we looking for?**

This role is ideal for an industry leader with a passion for advocating for theater as a necessary element of an emotionally and intellectually healthy society. The ED will have a deep commitment to advancing the principles of EDI and sharing power and leadership, as well as a strong desire to support and make a strong impact on the ecology of theater in the Bay Area. The ideal candidate will be an active listener, and empathetic collaborator, with a strong commitment to community building and engagement. The ED should approach leadership from a servant leader mentality that prioritizes the needs of the current and potential membership base. This role requires an individual with strong financial acumen, data-driven decision-making skills, excellent project management skills and strong relationship-building skills.

This individual will possess the following skills:

- Building & Maintaining Infrastructure
- Implementing Change Management
- Team and Community Building
- Consensus Building
- Financial Management
- Fundraising
- Strategic Planning and Implementation
- Clear and Transparent Communication
- Data Storytelling and Advocacy
- Public Speaking
- Residency in or ability to relocate to The Bay Area is required

**How much are we paying and what are the perks?**

**Salary:** $100K - $120K

**Benefits package:** Medical, dental and vision insurance, vacation pay, paid sick leave, personal days. Remote/Hybrid Work

**Living in The Bay Area:** The Bay Area (San Francisco Bay Area) is an area of over 7 million people, with cities including San Francisco, Oakland and San Jose all situated around the San Francisco Bay, in northern California. The Bay Area is renowned for its lifestyle, progressive politics and high-tech companies (Silicon Valley).

The Bay Area covers nine regions, although it has no defined limitations: Marin, Sonoma, Napa, Solano, San Francisco, San Mateo, Contra Costa, Alameda and Santa Clara. The Peninsula encompasses San Mateo and Santa Clara County West, while Contra Costa County and Alameda County are on the East Coast of the Bay Area. The southern parts of Sonoma and Napa counties are seen as part of the Bay Area as they align with the Bay in terms of their culture and economy. Further afield to the east and south are Gilroy and Santa Cruz of the Bay Area or Central Valley / Central Coast. The Bay Area has an ideal climate with a wealth of outdoor recreational activities.

The Bay Area is one of the wealthiest regions in the USA, largely due to San Jose, San Francisco and Oakland's economic strength. However, discretionary income is comparable to the rest of the world, given that the higher costs of living outweigh higher income.

**Source:** [https://reliablereceptionist.com/sf-bay-area-attractions-for-2020/](https://reliablereceptionist.com/sf-bay-area-attractions-for-2020/)
More Information:
- https://www.visitcalifornia.com/region/san-francisco-bay-area/

How do I apply?

Visit [aljpconsulting.com/apply-for-open-positions](https://aljpconsulting.com/apply-for-open-positions) to submit your application.

Theatre Bay Area’s Commitment to Equity, Diversity and Inclusion
Theatre Bay Area has a collegial, inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. Theatre Bay Area is committed to advancing equity, diversity and inclusion within the organization and the larger theatre community we serve. We highly encourage people of color, transgender and gender-nonconforming persons, individuals with disabilities, and persons from other historically underrepresented groups in our community to apply. Theatre Bay Area is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability or veteran status.