

PRESIDENT & MANAGING DIRECTOR

The Orpheum Theatre
Galesburg, Illinois 61401

The Knox County Civic Center Authority seeks dynamic President and Managing Director to oversee the daily operations and continued growth and success of the Orpheum Theatre.

THE ORGANIZATION

Located in Downtown Galesburg, Illinois, the historic Orpheum Theatre is the largest performing arts attraction and cultural anchor of the Knox County, Illinois region. The theater opened in 1916 and has operated continuously for the past 95 years. It has a seating capacity of 950 and regularly hosts tenant events by the Knox Galesburg Symphony, Prairie Players Civic Theatre, Choral Dynamics, Performing Arts Academy of Galesburg, *etcetera* and offers an annual Red Carpet Series a highly visible subscription presenting program of national acts. The theater also hosts myriad special events i.e. weddings, town halls, receptions and movies.

The Orpheum Theatre's current operating budget is approximately \$500,000 including rental activities. The theater is also undergoing a \$600,000 heating, cooling and lighting efficiency capital upgrade expected to be completed in 2012. Desiring to remain a vibrant, viable performing arts facility, the Orpheum Theatre board also expects to launch a major, comprehensive capital improvement campaign in the near future.

The theater is both a unit of government (70 ILCS 200) and a 501(c)3 non-profit organization. All board meetings are open to the public and media.

THE POSITION

Reporting to the Knox County Civic Center Authority and Orpheum Theatre board of directors, the President and Managing Director provides leadership and direction on all administrative, artistic and marketing efforts including: budgeting; fiscal oversight and reporting; fundraising and development; human resources; operations; advertising and public relations; contract negotiation and fulfillment.

The President and Managing Director serves as the public face of the Orpheum Theatre and must frequently make presentations to high-level public entities including local, state and federal government officials.

CANDIDATE PROFILE

The Knox County Civic Center Authority seeks a highly motivated individual with a consistent record of five or more years of relevant management leadership. Excellent and detailed financial and organizational skills are a must along with demonstrated fundraising successes; including major gifts of \$100,000 or more.

The ideal candidate will have an appreciation for and understanding of the performing arts. He/she will also have the ability to work cooperatively with a volunteer board as well as a corps of more than fifty volunteers that provide usher, concession and ticketing services at the theater. Other necessary skills include the successful recruitment and supervision of staff, experience in the development and oversight of an annual budget, successful marketing skills in both traditional and social media arenas, artistic operations, educational programming, contract negotiations, artist bookings, and facility management.

The position requires the ability to establish and maintain proactive working relationships with tenant organizations, artistic personnel, board members, administrative staff, funders, corporate and individual donors, the community at-large, the media, patrons and governmental entities.

Bachelor's degree and/or equivalent work experience required. Salary commensurate with experience. For more information about the Orpheum Theatre visit www.theorpheum.org.

TO APPLY

Please send cover letter of interest, resume, salary requirement and three professional references by **January 10, 2012** to janetocchi@gmail.com. No phone calls please.