



DEL E. WEBB CENTER
FOR THE PERFORMING ARTS
F I N D Y O U R C E N T E R

Del E. Webb Center
for the Performing Arts
Chief Executive Officer

Organization

The Del E. Webb Center for the Performing Arts (The Webb Center) is a not-for-profit 501(c)3 performing arts organization. Featuring its keystone, a 600-seat theater, The Webb Center is dedicated to enriching the cultural fabric and educational landscape of Wickenburg and its surrounding communities. Guided by the mission to deliver diverse live performing arts and transformative educational experiences, The Webb Center showcases an extraordinary array of world-class performers whose work captivates and inspires audiences. Through its compelling and thought-provoking programs, The Webb Center strives to celebrate the arts, foster cultural growth, and nurture the collective spirit of the community.

The Webb Center opened its doors to the public in 2000 and marked its official debut with an exciting season in the fall of 2001. The venue was made possible through a collaborative effort between the Wickenburg Unified School District, the Del E. Webb Center for the Performing Arts (formerly known as the Wickenburg Foundation for the Performing Arts), and local arts supporters. In recognition of a generous contribution made by the Del E. Webb Foundation, the theatre was named the Del E. Webb Center for the Performing Arts. The collaboration between the school district and the community proved instrumental in raising the necessary funds to complete the construction and furnish the theater, creating a remarkable performing arts venue that now serves as a hub for artistic expression and cultural enrichment.

The Webb Center is committed to presenting a diverse range of impactful, high-quality artistic performances. The Webb Center's repertoire encompasses a wide spectrum of artistic disciplines, including music concerts, dance performances, live theater productions, comedy shows, and more. With a dedication to providing enriching cultural experiences for all patrons, The Webb Center ensures that its events accommodate various tastes and interests.

The Webb Center also takes great pride in offering a variety of educational outreach opportunities to its community. These include after-school classes, a summer arts camp called Camp Imagination, and an extensive artist-in-residency program, designed to promote cultural exchange and foster creativity. The Webb Center's Arts for Kids programs focus on the interaction between students and artists, serving as a valuable complement to the arts and cultural curriculum in local schools. Through partnerships with community organizations, professional artists, and educators, these programs provide life-enhancing experiences for students in the Wickenburg area, using the performing arts as a powerful medium.

The Webb Center has a 12-member board of directors led by Jerry Riggins, and Cathy Weiss currently serves as Chief Executive Officer. For the fiscal year 2022/23 ending June 30, 2023, The Webb Center reported a total revenue of \$1.9 million with \$1.3 million from contributions and grants, \$519,570 from admissions, \$64,261 from program services, and \$50,250 from other revenue. Total expenses were \$1,534,817. Estimated revenues for FY 2023-24 are \$1.9 million, from ticket sales, grants and contributions, and other revenue.

Community

Wickenburg lies in the foothills of Arizona's Bradshaw Mountains, along the banks of the Hassayampa River and one hour northwest of downtown Phoenix. The Wickenburg area abounds in natural beauty, stoic saguaros, shadow mountains, and lush desert flanking the Hassayampa River. Situated on the original land of the western Yavapai tribe, the flood plain of the Hassayampa provides fertile soil farmed for centuries by the Yavapai people. Founded in 1863, Hispanic culture, trade, and the gold rush influenced the development of the area and the town of Wickenburg. One of Arizona's oldest towns, the rich western ambiance and cowboy culture still thrives making Wickenburg the "team roping capital of the world."

Along the town's main historic district, early businesses built beautiful structures that still grace Wickenburg's downtown area. The abundant clean air and wide-open spaces attracted a new and exciting aspect of the Wickenburg neighborhood. Guest ranches, such as the Bar FX Ranch in 1923, Remuda, Kay El Bar Guest Ranch, Rancho de los Caballeros, and Flying E Ranch, were pioneers and offered a unique western experience to tourists.

They provide a balance of a true western experience with modern amenities, such as golf, spas, trail rides, and fine dining. After World War II, modern pioneers and home builders developed Wickenburg into a splendid American community. Wickenburg Ranch, a Trilogy community, located to the north of Wickenburg has grown to more than 2,000 residents and increased the population of Wickenburg by 33% in the last seven years.

The town continues to cherish their western traditions through annual events such as the Bluegrass Festival, Gold Rush Days, and Rodeo, and the Desert Caballeros Ride. Organizations such as the Wickenburg Chamber of Commerce, the Desert Caballeros Museum, and the Town of Wickenburg, along with the determination of its citizens ensure the success of these time-honored events. The Smithsonian-affiliated Desert Caballeros Museum, which ranks in the Top 50 Western Art museums in the country, is a unique facility showcasing western art, including *Cowgirl Up!*, an annual exhibition showcasing the brightest contemporary female artists in the Western genre, cowboy poetry competitions, a re-creation of the old town of Wickenburg featured on the basement level, and southwestern art exhibits from other area museums. Additional local attractions allow visitors to step back in time and get a glimpse of the old west. Downtown Wickenburg has a walking tour that highlights many of the historic sites, including an old train depot that serves as the Chamber of Commerce. Visitors and residents alike enjoy tours of Vulture City and the mine, the home of Henry Wickenburg, founder, and the Saguaro Movie Theater.

Wickenburg of today is a modern town providing a full range of accommodations, services, shopping conveniences, specialty shops, and galleries for gifts of western distinction. Wickenburg's population of 8,000 has a median household income of \$58,000 whose residents are 86% White, 11% Hispanic/Latino, 0.1% African American, 1.2% Native American, 0.4% Asian, 0.1 % Pacific Islander and 4.5% from other races with 47% of the population being 65+. Wickenburg has a diversified economy with over 600 businesses, second-home residents and retirees, behavioral health and other medical facilities, its role as the center of a robust trade area, and arts and culture. As part of Maricopa County, Wickenburg is one of the 24 municipalities in the Greater Phoenix area enjoying a proximity to the 5th largest city in the U.S.

Sources: phoenix.gov; census.gov/quickfacts/wickenburgarizona; wickenburgchamber.com; visitarizona.com; wickenburgaz.gov; outwickenburgway.com

Position Summary

The Chief Executive Officer reports to the Webb Center Board of Directors and provides a visible presence in guiding the overall strategic plan, partnerships, programs, arts and education and advocacy for the organization. The primary function of the CEO is to provide leadership and manage The Webb Center. The position directs its program planning, marketing, fundraising, and overall operations. The CEO oversees the preparation and administration of the organizational budget, and monitors related expenditures and revenues to provide effective, efficient, and economical fiscal management of the facility, programs, and body of work. The position also provides philosophical direction, mentors, and evaluates staff to ensure organizational vibrancy and integrated cultural branding for the community.

Role and Responsibilities

Community Engagement, Communications, and Marketing

- Serve as the spokesperson of The Webb Center as a dynamic presence throughout Wickenburg engaged with a variety of constituents, including business owners, schools, elected officials, and community supporters while enhancing the organization's annual programming, summer art camp offerings, brand, and local and regional reputation.
- Maintain two-way communication with the general public, including patrons, donors, elected officials, board members, vendors, contractors, arts colleagues, chamber of commerce, retailers, business owners, school board officials and administration, demonstrating a commitment to and integration of art and educational programming into the region.
- Enhance all marketing communication strategies to highlight the unique mission and public image of the organization as a regional asset, leveraging its quality and reputation as a distinctive social and artistic destination to increase event attendance and summer arts camp participation from targeted communities, such as Wickenburg, Sun City, Sun City West, Surprise, and the SW Phoenix Valley and beyond.
- Maximize The Webb Center's use by local art groups, businesses, and educational institutions by partnering with local groups, service organizations, and the corporate sector furthering programmatic, educational, and inclusive access goals in service and outreach to the various cultural and socio-economic sectors.

- Enhance and support additional community engagement, communications, and marketing responsibilities as needed.

Fundraising, Finance Management, and Administration

- Manage and expand a varied roster of fundraising strategies and opportunities through a comprehensive understanding of development, fundraising, and philanthropy informed by experience with endowments, major gifts, corporate sponsorships, foundation giving, and government support.
- Collaborate with the development staff to articulate the artistic and outreach mission of The Webb Center to primary donors and town officials to further identify and cultivate relationships with key donors, potential corporate sponsors, foundations, trustees, and funders, as well as other untapped fiscal resources.
- Prepare the annual operational budgets for programming at The Webb Center and summer arts camp, as well as individual event budgets providing tracking, maintaining records, developing financial analysis and policies regarding revenue vs. expenses vs. budget for operations while also partnering with and overseeing an outside accounting firm on the annual audit.
- Oversee organizational budget, controlling mainstage and summer arts camp expenditures, while implementing internal controls to ensure fiscal integrity in invoicing, payroll, purchasing, petty cash, checking and investment accounts, and reporting of ticket sales, single ticket events, box office reports, ticket revenue and reconciliation.
- Enhance and support additional fundraising, finance management, and administration responsibilities as needed.

Board Management and Company Operations

- Identify, cultivate, and assist in the recruitment of new board and advisory committee members collaborating with The Webb Center Board of Directors, for board development and growth of the finance committee and other committees as designated.
- Partner closely with The Webb Center Board of Directors to implement future strategic plans and organizational goals including establishing annual and long-term goals for earned and contributed revenue that ensure the sustainability of The Webb Center.
- Motivate members of The Webb Center Board of Directors to utilize their skills and networks to maximize fundraising capabilities in the development and the nurturing of new stakeholders, increasing fundraising strategies through special events, sponsorships, private donations/gifts, The Encore Society, and corporate/foundation/government grants.
- Supervise and oversee all The Webb Center employees, contract and full-time production and house staff, summer arts camp staff, and volunteer activity including payroll and all human resource issues while demonstrating a continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service and safety.
- Collaborate with Wickenburg Unified School District (WUSD) administrators and board members regarding the terms and conditions for the use of the facility and maintain a cooperative relationship with members of the WUSD administration and governing board.
- Coordinate and communicate with the Technical Director, Events Coordinator, and staff to ensure all presented events, artists, and rental needs are met, or exceeded, within financial goals, providing contracts that include the appropriate event staff, equipment, while also maintaining contract management compliance.
- Enhance and support additional board management and company operations responsibilities as needed.

Artistic Leadership and Programmatic Outreach

- Enhance the creative direction of The Webb Center through year-round programming of quality artistic and outreach offerings of multi-disciplinary events that attract multi-generational audiences while ensuring that the diversity, nuance and context of culturally specific art and engagement of the Wickenburg region is respected and honored to further the organization's image and visibility, locally, regionally, and nationally.
- Produce all aspects of The Webb Center's highly successful annual summer arts camp, 'Camp Imagination', in June, for children in grades 1 through 12, requiring one month or more of preparation for the logistics of the camp, including performance selection and all its ancillary services, and another month for execution of the camp and its extremely popular public performances.

- Nurture strong relationships with presenters, promoters, and community stakeholders to ensure and implement a vibrant and diverse annual season for “Webb Center Presents” recognized for its eclectic and attractive programming featuring nationally touring artists and attractions, and other special events.
- Attend booking conferences to network with artists’ agents and other presenters in the field, using this network to present artists in this part of rural Arizona, negotiating all artist contracts and executing offer letters to agents, managers, and artists.
- Provide support to the WUSD employees, teachers, or their agents for all school sponsored events, and manage events that create opportunities for WUSD students to interact directly with professional performers, in the theater, at other community locations, and/or in the classroom.
- Develop further and produce all aspects for all additional programs including but not limited to, ‘Made in Wickenburg’ partnerships and residencies including all funding, staffing, scheduling, logistics and public performances.
- Enhance and support additional artistic leadership and programmatic outreach responsibilities as needed.

Traits and Characteristics

As the outward face of the Del E. Webb Center for the Performing Arts, the CEO will be a strong visionary with an entrepreneurial spirit, who thinks innovatively and is able to speak confidently with both city officials and the community, leveraging the value of The Webb Center locally and regionally. The CEO will have a strong dedication to the arts with solid experience in fundraising, development, and philanthropy. The ideal candidate will be an approachable, congenial, trustworthy partner and a strong leader, who has a grounded ego and the ability to support and motivate staff. Both a community leader and collaborator, the CEO should be an opportunistic and flexible leader with the ability to associate one idea with another which allows them to quickly reach a conclusion from a variety of facts. The new CEO will easily shift between multiple projects, tasks, and priorities in all areas of the organization with a demonstrated commitment to collaboration and partnerships.

Other key competencies include:

- **Negotiation and Customer Focus:** The ability to listen to many points of view and facilitate agreements between two or more parties, while also considering, anticipating, meeting and/or exceeding customer needs, wants, and expectations.
- **Personal Accountability and Interpersonal Skills:** The integrity to be answerable for personal actions while also effectively communicating, building rapport and relating well to all kinds of people.
- **Time and Priority Management:** The facility to complete tasks and deliver desired outcomes within allotted time frames.
- **Resiliency and Decision Making:** The capability to quickly recover from adversity when plans are inadvertently changed, while analyzing all aspects of a situation to make consistently sound and timely decisions.

Qualifications

Qualified candidates must have an associate or bachelor’s degree in arts, theater, arts administration, business, marketing or in a related field supplemented by advanced technical courses in computer programs, customer service practices, office practices, supervisory techniques, and practices. The ideal candidate will have excellent skills in decision-making, planning, and organization with a minimum of seven years of progressively responsible managerial, supervisor, and administrative experience; or any equivalent combination of experience and training which provides the comparable knowledge, skills, and abilities necessary to perform the work. Knowledge required of nonprofit management, event planning and support functions, programming, and program development, recruiting, booking procedures, facility rentals and management, educational programming, fine arts youth camp administration, facility operation, maintenance, and capital projects as well as the principles and practices of personnel management, marketing and sales strategies, grant writing, budget management and administration. Proficiency with various computer programs including MS Word, Excel, QuickBooks, box office programs, donor programs, email, web site management, publication programs; and the implementation of business management systems is necessary. A strong commitment and relocation to the community of Wickenburg is a must for the ideal candidate to be successful.

Compensation and Benefits

The Webb Center provides a competitive and equitable compensation package with benefits that include paid vacation, sick leave, and holidays; medical insurance (HFSA matching contribution), short-term disability, and self-contributed 401K, and relocation allowance. The anticipated salary range for this position is \$125,000 to \$165,000.

Applications and Inquiries

To submit a cover letter and resume with a summary of demonstrable accomplishments (electronic submissions preferred), please click [here](#) or visit artsconsulting.com/opensearches. For questions or general inquiries about this job opportunity, please contact:

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Del E. Webb Center for the Performing Arts is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, and access.

The Webb Center is an Equal Opportunity Employer. Employment opportunities with The Webb Center are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.