



Oregon Shakespeare Festival

Executive Director

Organization

Oregon Shakespeare Festival (OSF) is one of the oldest and largest professional nonprofit theatres in the nation whose programming reaches national and international audiences. Founded in 1935 and located in Ashland, its purpose is to create world-class theatre, revealing our collective humanity through illuminating interpretations of new and classic plays, and inspiring a love of our art form for current and future generations.

OSF has grown from a three-day festival of two plays to an internationally renowned theater company that presents a diverse selection of up to ten plays and musicals each season between the months of March and October, including works by Shakespeare, as well as other classic and contemporary playwrights. In 1983, OSF received the Special Tony Award for Outstanding Regional Theatre, and its productions have been presented on Broadway, internationally, and at regional, community, and high school theatres. Over its 89-year history, OSF has historically had an accomplished resident company of artists performing plays in rotating repertory.

OSF's three main theatre spaces provide a dynamic platform for showcasing a diverse and broad range of theatrical productions. The Allen Elizabethan Theatre accommodates 1,190 patrons and is a fully outdoor theatre with orchestra and balcony seating. The more intimate Angus Bowmer Theatre accommodates 600 audience members and is a traditional, indoor theatre space complete with fly system and traps. The Thomas Theatre is a smaller and extremely versatile stage, with seating capacities ranging from 270 to 360 depending on the configuration, where OSF presents new works and explores familiar plays in ways designed to challenge, excite, and illuminate audiences. OSF also hosts free outdoor concerts and other eclectic evening performances in the summer months at its Green Show on its informal Courtyard Stage. OSF also owns and leases an additional array of properties in addition to the theatres and production building.

The current 2024 season at OSF presents a powerful, diverse range of large and small-scale shows. Among these are three iconic works from Shakespeare's canon including a thrilling new production of *Macbeth* directed by former OSF Associate Artistic Director Evren Odcikin, *Much Ado About Nothing* directed by longtime OSF favorite Miriam Laube, and a new translation of Shakespeare's *Coriolanus* featuring a cast of female and non-binary performers, directed by Associate Artistic Director Rosa Joshi. Also included in the season are stories inspired by Shakespeare's works, such as *Born with Teeth*, a dark comedy which tells of an imagined encounter between Shakespeare and Christopher Marlowe, and a series of one-person shows featuring cherished OSF alumni and an award-winning new musical, *Lizard Boy*.

Additionally, OSF offers extensive educational opportunities for students, teachers, and theatregoers of all ages during the performance season. Designed to foster a deep appreciation of theater, these offerings include student matinees, post-show talkbacks, workshops, lectures, and community engagement activities. The 2024 season will also usher in the return of OSF's School Visit Program, which introduces students to live theatre and Shakespeare's plays in performance by bringing teaching artists into schools.

OSF is deeply committed to inclusion, diversity, equity, and accessibility (IDEA) work and initiated programs and training sessions to promote awareness and identify issues of concern more than 20 years ago. OSF's FAIR (Fellowships, Apprenticeships, Internships, and Residencies) Program was launched by then Associate Artistic Director Tim Bond more than two decades ago as a means of enlarging and diversifying the pool of candidates for leadership roles in theater. After the national social justice movement and the publication of the *We See You White American Theatre* manifesto in 2020, OSF deepened and expanded its IDEA work by addressing institutional disparities, structural inequities, and equitable systems change. Appointing a Director of IDEA continued efforts to advance OSF's invested time, resources, and effort into organizational change with the goal of making OSF a more inviting, safe, and equitable space.

OSF has a 21-member board of directors led by Co-Chairs Diane Yu and Rudd Johnson. Tim Bond became the seventh Artistic Director of OSF in September 2023, having previously served as Associate Artistic Director from 1996 to 2007, and Tyler Hokama currently serves as the Interim Executive Director. There are approximately 184

full-time and 147 part-time employees, 29 full-time seasonal workers, and an extensive network of dedicated volunteers at OSF. Its artists operate under OSF's own collective bargaining agreements with Artists Equity Association, International Alliance of Theatrical Stage Employees, and Stage and Choreographers Society.

OSF is a destination theater where eighty percent (80%) of its audience members travel more than 125 miles to attend performances. Prior to the pandemic, OSF's annual estimated economic impact on the State of Oregon was over \$120 million. In recognition of OSF's importance to the entire regional economy, OSF has recently received a \$2 million grant from the Miller Foundation, a \$2.5 million grant from the Oregon Legislature, and a \$5 million grant over the next three years from the Oregon Community Foundation.

For the fiscal year ending October 31, 2024, OSF has an operating budget of \$35 million with a third of its revenues from earned income and the remainder supported by contributed income and funding from its approximate \$28 million endowment. The plan for fiscal year 2024 is a 33% increase in ticket sales with a return to a 10-production season, its largest increase since the pandemic closures shuttered theatre venues across the nation. In May 2024, OSF announced its 2025 Season, which will celebrate its 90th Anniversary with a 9-production lineup of ensemble shows, once again operating in rotating repertory, a unique production model beloved by long-time fans of OSF.

Community

Ashland is nestled in the picturesque Rogue Valley between the Siskiyou and Cascade Mountain ranges. With a population of approximately 22,000 residents, Ashland offers a perfect blend of small-town charm with cosmopolitan amenities. A leading travel destination for cultural, culinary, and outdoor adventures, it is celebrated for its rich artistic heritage, beautiful landscapes, and welcoming community. Ashland's strong community pride, investment in, and loyalty to OSF has created many opportunities for a dynamic, mutually interdependent, and beneficial relationship between OSF and the community it serves.

Ashland has a thriving downtown, and the town and its surrounding areas include dozens of restaurants, many award-winning wineries, a popular brewery, and eclectic shops. In addition to OSF, several other institutions contribute to a vibrant arts scene in the Rogue Valley, including the Schneider Museum of Art, First Friday art gallery walks, the Britt Music Festival, the Rogue Valley Symphony, and numerous small professional and community theatres. Numerous artisan cheeses, bakeries, and chocolate shops, as well as abundant local produce and flowers at numerous growers markets, thrive in the Rogue Valley. With over 300 annual days of sunshine, the area is beloved for its beautiful scenery that can be explored on foot or bicycle. Camping, fishing, and winter sports are also favorite pursuits for both locals and visitors, as well as drives to Crater Lake and the Oregon coast.

Ashland is consistently ranked highly as one of the best places in the country to live with no traffic congestion and low crime levels. Residents take pride in the town's community events, progressive values, and welcoming spirit. The Rogue Valley is home to nationally recognized medical facilities, strong schools, and higher education at both the community college and university levels, including the well respected Southern Oregon University. The nearby Medford Airport and interstate highway system provide convenient access from the region to several major population centers.

Sources: edited from osfashland.org; census.gov; travellashland.com; bestplaces.net/rankings/city/Oregon/Ashland

Position Summary

The Executive Director will be responsible for leading the business operations of OSF with a particular focus on financial management, contributed revenue growth, audience development, and general administration. Reporting to the Board of Directors in a co-leadership model with the Artistic Director, they will collaborate with all departments to ensure a culture of transparency, trust, and high performance. As a visible advocate for OSF and the arts both regionally and nationally, the Executive Director will engage and embrace the Ashland community by listening actively to constituents while deepening and forming new partnerships with donors, businesses, civic leaders, and other stakeholders. Envisioning and charting a new strategic future for the organization in conjunction with the Artistic Director and Board, the Executive Director will ensure its continued growth, relevance, and sustainability in a rapidly evolving cultural landscape. A fearless champion of IDEA work, they will ensure that all artistic and administrative decisions are made in alignment with OSF's mission, vision, and values.

Roles and Responsibilities

Financial Leadership and Revenue Generation

- Develop and implement comprehensive financial strategies to ensure the organization's sustainability and growth, aligning them with organizational goals and objectives.
- Monitor financial performance in collaboration with the senior leadership team through budget development and management, maximizing revenues, controlling expenses, and overseeing financial processes for decision-making and long-term fiscal health.
- Oversee the preparation of and present detailed financial reports to the Board of Directors while conducting forecasting and analysis with the senior leadership team to optimize revenue generation and audience participation.
- Enhance fundraising efforts through cultivating and maintaining relationships with individual donors, foundations, corporate sponsors, and government agencies.
- Lead strategies to identify, cultivate, and secure major gifts in collaboration with the Chief Development Officer, Artistic Director, and Board of Directors.
- Increase earned revenue through innovative ticket sales and other revenue generating strategies while ensuring positive and memorable audience experience facilitated by the Box Office, Front of House, Concessions, Gift Shop, and Volunteer Coordination functions.
- Embrace other financial leadership and revenue generation responsibilities, as needed.

Strategic Vision and Relationship Building

- Partner with the Artistic Director to support and implement OSF's artistic vision and financial sustainability creating and implementing a long-term and compelling strategic plan which is in alignment with the organizational mission and values.
- Identify emerging industry trends and opportunities to inform strategic decision-making and envision a new future for the organization and the multiple types of communities it serves.
- Engage and embrace the local and national community as a public spokesperson and ambassador, raising awareness and support for the organization's activities, while creating opportunities for collaboration with the City of Ashland, Chamber of Commerce, City of Medford, Jackson County, and other community partners.
- Cultivate strategic partnerships with other arts organizations, businesses, educational institutions, and civic groups to expand the reach and impact of OSF within the community and well beyond.
- Champion IDEA initiatives and strategies to foster an inclusive and welcoming environment for all staff, artists, audiences, and community members that also attract and engage new and diverse global audiences.
- Embrace other strategic vision and relationship responsibilities, as needed.

Organizational Leadership and Operational Excellence

- Develop and maintain a consistent system of human resources support and practices, creating a space and place of belonging for all employees and audiences through concrete actions and systemic improvements.
- Inspire leadership and provide direction to staff and recruit, develop, and retain top talent while empowering them to excel in their roles.
- Ensure a secure, consistent, and reliable technology systems infrastructure, including personal productivity units, servers, networks, and applications.
- Manage the portfolio of owned and rented properties, including their insurance, maintenance, leasing and security, while protecting OSF's interests with consistent contracting practices and workflows.
- Provide an industry leading visiting company member experience, through company housing, transportation, and hospitality.
- Develop and implement comprehensive emergency preparedness plans to address the ongoing environmental risks caused by climate change, fires, and smoke.
- Plan and facilitate engagement and ensure regular and transparent communication with the Board and Board Committees for oversight, governance, and strategic benefit, and provide assistance to the OSF Endowment Board of Trustees, as needed.
- Embrace other organizational leadership and operational excellence responsibilities, as needed.

Traits and Characteristics

The Executive Director will be an inspiring and strategic visionary who is action oriented in leading with a collaborative approach to decision making. Emotionally intelligent, authentic, approachable, and humble, they will be a good listener and a transparent communicator who takes satisfaction in seeing others achieve their best intellectually, emotionally, and artistically. Resilient and decisive, the Executive Director will be adept at working in a fast-paced, sometimes ambiguous environment while maintaining a stabilizing and optimistic outlook when faced with a variety of challenges. As an ambassador for OSF, the Executive Director will champion its mission, vision, and values while exemplifying a dedication to fostering an inclusive culture and welcoming destination.

Other key competencies include:

- **Personal Accountability and Diplomacy** – The ability to demonstrate responsibility for personal and professional actions while adeptly managing challenging or delicate situations with tact and discretion.
- **Leadership and Flexibility** – The capacity to mobilize and inspire others around a shared vision while fostering a clear sense of purpose and direction while regularly adapting approaches as circumstances change.
- **Time and Priority Management, and Planning and Organizing** – The dexterity to prioritize and complete tasks skillfully within specified timeframes along with establishing courses of action to ensure efficient and effective means to achieve goals and objectives.
- **Interpersonal skills** – The acuity to effectively communicate, build connections, and foster positive relationships with individuals from diverse social, cultural, socioeconomic, and other backgrounds.

Qualifications

A bachelor's degree is expected and an advanced degree in arts administration, business, or a related field is preferred. The ideal candidate will have a track record of leadership experience within complex and dynamic nonprofit arts organizations, businesses, or creative industries of significant size and scope. Demonstrable achievements in financial management, fundraising, marketing, and developing actionable strategic plans are required. A familiarity with and understanding of southern Oregon and cultural destination branding and marketing are very helpful and collective bargaining experience is advantageous. A passion for arts education and community engagement is expected with proven expertise in spearheading inclusion, diversity, equity, and accessibility initiatives. Exceptional written and verbal communication skills are critical.

Compensation and Benefits

OSF provides a competitive and equitable compensation package with a salary estimated in the range of \$300,000 to \$375,000. A generous benefits package is offered, which includes unlimited vacation, sick time of up to 120 hours, health insurance (medical, dental, vision), flexible spending accounts, short-term and long-term disability, and life insurance; an employee assistance program; a 403(b) retirement plan with contributions matched up to three percent (3%), rising to four percent (4%) starting January 1, 2025; and complimentary tickets to OSF productions. Relocation support, including temporary housing, will be provided if the chosen candidate is not based locally.

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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Oregon Shakespeare Festival is committed to work toward inclusion, diversity, equity, and accessibility, creating a space of belonging for all audiences and employees through concrete actions and systemic improvements.