

Organization

The Colonial Performing Arts Center (“The Colonial”), originally opened in 1924, is a historic and cultural landmark located in Keene, New Hampshire. The Colonial has served the Monadnock Region for nearly a century, transitioning from a venue for live performances, opera, and vaudeville to a beloved movie theater in the 1950s, and back to live performances in 1984. In 1993, the theater became a non-profit organization, ensuring its preservation and continued service to the community.

Today, The Colonial hosts over 50,000 patrons annually, offering a diverse array of performances, from international productions to locally produced events. The center is a cornerstone of the local arts community, providing a venue for performances and fundraising events for various organizations. Additionally, it reaches over 8,000 students from more than 70 schools through its Student Matinee Series.

In 2020, The Colonial expanded by acquiring and renovating a second venue, the SHOWROOM, as part of a \$12.5 million capital campaign. This new space accommodates 140 seated or 300 standing audience members, offering expanded opportunities and accessibility for performers, audiences, and students. This expansion has increased the center's capacity and allowed for a more diverse range of programming. The Colonial's Film Series is a vital part of its offerings, presenting first-run independent films that foster community dialogue and social commentary. The center continues to be a key economic driver in downtown Keene, drawing visitors and supporting local businesses.

Recognized for its historical and architectural value, The Colonial Theatre was listed on the New Hampshire State Register of Historic Places in 2004. The theater is celebrated for its rich Italian Renaissance style, featuring intricate ornamental work, marble columns, and an impressive stage, making it a centerpiece of cultural life in the Monadnock Region.

The Colonial is governed by a Board of Directors, currently led by Tom Minkler as Chair. The staff includes 18 full- and part-time staff and a corps of dedicated volunteers. For the 2023 fiscal year, annual revenues were \$2.12 million, with approximately \$1.29 million from programs and approximately \$530,000 in contributions.

OUR MISSION

The Colonial Performing Arts Center inspires audiences, advances regional economic vitality, and enlightens communities by offering excellent, diverse and engaging artistic experiences.

OUR VISION

We present globally recognized and community-based performing arts, leveraging their transformative powers to delight, enrich, and unify our communities.

Community

Keene, New Hampshire, located in the heart of the Monadnock Region, is a small but vibrant New England city with a population of approximately 23,000. It has evolved from its roots as a colonial settlement to become a hub of education, culture, and outdoor recreation. Keene's diverse community enjoys a high quality of life, with affordable housing options ranging from historic downtown lofts to suburban neighborhoods. The city is home to Keene State College and benefits from a strong public school system, making it an attractive place for families and professionals alike.

Keene's arts and cultural scene is robust, anchored by institutions like the Colonial Theatre and the Historical Society of Cheshire County. The city's walkable downtown features charming shops, cafes, and restaurants, contributing to a lively community atmosphere. Annual events such as the Keene Pumpkin Festival and the Monadnock Film Festival draw visitors from across the region, fostering a strong sense of local pride.

Outdoor enthusiasts are drawn to Keene for its proximity to Mount Monadnock, one of the most climbed mountains in the world, as well as numerous parks and trails that encourage an active lifestyle. The city's small-town charm is complemented by its accessibility to larger metropolitan areas like Boston and New York City, offering a balanced lifestyle that appeals to those seeking both cultural richness and natural beauty.

Keene's economy is supported by a mix of education, healthcare, advanced manufacturing, retail, and tourism, with a growing emphasis on the arts and culture sector. The city's welcoming environment and strong sense of community make it a great place to live, work, and explore. Keene's strategic location, combined with its vibrant cultural scene and outdoor attractions, makes it a desirable destination for new residents and businesses alike.

Sources: <https://www.monadnocknh.com/>; <https://hsccnh.org/>; <https://www.sentinelsource.com/>

Position Summary

The Executive Director of the Colonial Performing Arts Center will report directly to the Board of Directors and serve as the Colonial's chief executive officer. They will have a strong vision that will both interact with and impact the surrounding community providing overall leadership and administrative oversight for all aspects of the organization's operations, including ensuring that the organization acts consistently with its vision and mission through its fundraising, artistic programming, board relations and development, production, advertising, marketing, public relations, and staffing.

Role and Responsibilities

Programming Management, Audience Development, and Community Relations

- Establish and implement a strong overall long-term vision and artistic and programmatic policies for the new 'Showroom' and recently renovated 'Mainstage' to bring CTG to the next level.
- Evolve programming in a meaningful way, negotiating a season of live events and ongoing film series, that exemplifies CTG's mission, vision, and core values while achieving the budget objectives.
- Formulate and lead CTG's annual marketing, communication, and audience development plans, designed to reach out to, or reengage with, previously untapped communities.
- Serve as spokesperson and community liaison for CTG, fostering relationships with partner organizations and the business communities of the Monadnock Region.
- Represent the organization by attending CTG events, participate in appropriate professional organizations, and serve on committees and advisory groups.
- Embrace other programming management, audience development, and community relations duties, as needed.

Finance Management and Fundraising

- Responsible for the formulation and monitoring of the annual operating budget by working closely with the finance committee and outside accountant service the Executive Director will need to anticipate trends, shortfalls, needs, and provide proposals for addressing issues at regular board meetings.
- Manage business operations to achieve annual budget objectives including revenues such as memberships, donations, and ticket sales, as well as operation and non-operation expenses.
- Lead fundraising efforts, including supporting the Board's involvement in fundraising, personally cultivating, and soliciting key donors, and implementing fundraising plans and policies approved by the Board.
- Present a plan to the Board establishing the capacity, committee structure, and fundraising skills necessary to fulfill the development goals established by the Board.
- Guide fundraising and advocacy efforts with individual donors, corporations, foundations, and government agencies, collaborating with the board, grants writer, and staff in the identification and cultivation of donors, annual appeals, and grant proposals.
- Embrace other finance management and fundraising duties, as needed.

Board Relations and Development

- Formulate and direct plans, to achieve CTG's mission, while working with the Board to implement long-term strategy, annual goals, and objectives.
- Support the Governance Committee in its efforts to recruit and develop a well-oriented, engaged, and committed board.
- Provide concise reports to the Board at each regularly scheduled board meeting that assess progress and areas of concern in achieving goals.
- Serve as ex-officio, non-voting member of the Board.
- Embrace other Board Relations and Board development duties, as needed.

Operations and Staff Management

- Steward the physical plant, with recognition of the historic nature of CTG's main stage ensuring that equipment, supplies, etc., are purchased in compliance with the budget and approved procedures.
- Negotiate lease agreements and oversee contracts, policies, and procedures of all rentals with CTG.
- Recruit, select, and supervise all staff, as well as provide evaluations and staff performance reviews as needed but at least annually in writing while fostering and implementing current and long-range administrative and personnel planning (long-range investment plan) to ensure that the Colonial is effectively structured and staffed competently.
- Determine all documents and payroll records are properly maintained according to legal requirements and board policies and procedures including the development, execution, and monitoring of compensation and benefits programs.
- Embrace other operations and staff management duties, as needed.

Traits and Characteristics

As the outward face of the Colonial Performing Arts Center, the Executive Director (ED) will be a strong visionary. Both a community leader and collaborator, the ED should be an opportunistic and flexible leader who is an approachable, congenial, trustworthy partner, and a strong leader, who thinks innovatively and is able to speak confidently with both city officials and the community, leveraging the value of the Colonial Performing Arts Center locally and regionally. The ED will have a strong dedication to the arts with solid experience in fundraising, development, and philanthropy. They will be easily able to 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:

- **Time and Priority Management and Personal Accountability** – The ability to prioritize and complete tasks to deliver desired outcomes within allotted time frames and being answerable for personal actions.
- **Leadership and Teamwork** – The fortitude to organize and influence people to believe in a vision while creating a sense of purpose and direction encouraging all to cooperate with others to meet objectives.
- **Customer Focus** – The skill to anticipate, meet, and/or exceed customer needs, wants, and expectations.
- **Problem Solving, Creativity, and Innovation** – The forethought to define, analyze, and diagnose key components of a problem to formulate a solution while also working to create new approaches, designs, processes, technologies, and/or systems to achieve the desired result.

Qualifications

The qualified candidate will have a bachelor's degree in theatre, arts administration, business, or significant relevant professional experience. Seven years' experience preferred in fields directly related to arts/theater facility administration, business, or related field, plus a minimum of five years' management experience in the same field(s). Direct leadership in artistic programming and vision, fundraising, community engagement, financial and human relations management, and board governance. Knowledge of nonprofit governance practices preferred. Extensive knowledge required of recruiting and producing events, event planning and support functions, marketing and sales strategies, booking procedures, and budget management. Must have excellent verbal and written communication skills, and the ability to make effective public presentations. Must be skilled in coordination, negotiation, and community interaction. Must have excellent skills in decision-making, planning, and organization. Must function effectively independently as well as within a team environment. If you do not meet all the qualifications but possess transferable or equivalent skills, experience, or education, we encourage you to apply and highlight those areas.

Compensation and Benefits

The Colonial Performing Arts Center provides a competitive and equitable compensation package with benefits that include health, dental, and vision insurance, with partial costs covered by you, along with short-term disability and life insurance. The hired candidate can participate in a Simple IRA with a company match. Additional perks include a Flexible Spending Account (FSA), paid time off, and paid holidays each year. The anticipated salary range for this position is \$110,000 to \$140,000.

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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The Colonial Performing Arts Center is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, and access.

The Colonial Performing Arts Center is an Equal Opportunity Employer. Employment opportunities with The Colonial Performing Arts 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.