



Organization

Founded in 1963, Market House Theatre (MHT) of Paducah, KY is a 501(c)(3) non-profit organization. MHT's mission is to develop and share the creative potential of the people of the region through theatre and the performing arts. The founding group of eight members presented *The Male Animal* at the International Brotherhood of Electrical Workers (IBEW) Union Hall, and since then, the group has made its home at the Market House Building, starting with its second performance. The building was renovated after a fire in 1968, and the Market House Theatre increased its budget over the course of the 1970s, with the season expanding from four to six productions each season. In the 1980s, the theatre became a non-profit, hired a full-time staff, and expanded its budget and programming, including child and family-oriented programming and introducing regular classes. In the 1990s, MHT became a regional theater, winning numerous awards. In 1996, the theatre acquired and renovated three buildings, becoming an important part of the restoration of downtown Paducah. In 2010, Market House Theatre introduced the Next Stage Project, developing additional classrooms for theatre, dance, and music, creating a campus of buildings.

Today, Market House Theatre operates out of 11 buildings in historic downtown Paducah. The theatre presents approximately 17 productions each year, including the Signature Series, Family Series, Playtime, Murder Mystery Dinner theatres, and Touring Children's Productions. Programming includes classics, contemporary works, musicals, and family-oriented works. The theatre offers educational programming in four states, including camps, classes for children and adults, touring productions, and more. Educational programming serves thousands of students each year. Summer camps include theatre, ballet, musical theatre, creative movement, hip hop, stagecraft, Broadway Bootcamp, and more.

Market House Theatre has a 17-member board of directors and a staff of ten full and nine part-time employees, with additional volunteers. For the fiscal year ending June 30, 2023, Market House Theatre reported a total revenue of \$2.5 million, with \$1.7 million from contributions and grants, \$570,948 from program services, \$48,908 from investment income, and \$155,093 from other revenue. Total reported expenses were \$1.4 million.

Community

Paducah, Kentucky, is located in the Upland South region and boasts a population of approximately 26,750. Paducah earned its title as a "Creative City" and was designated as a United Nations Educational, Scientific, and Cultural Organization (UNESCO) Creative City of Crafts and Folk Art in 2013. Paducah's Market House District is on the National Register of Historic Places, and the city's downtown district boasts a mix of 19th-century architecture, antique shops, museums, and other cultural organizations. The National Quilt Museum reflects the city's tapestry and support for crafts and draws in visitors for their rotating galleries and award-winning quilts. The Lowertown Arts and Music Festival in May and the BBQ on the River Festival in September represent two of the vibrant festivals the city has to offer.

The city's location along the Ohio and Tennessee Rivers provides ample opportunities for outdoor recreation, including boating, fishing, and hiking. Nearby parks like Land Between the Lakes National Recreation Area offer extensive trails, wildlife, and water activities. Noble Park and Lone Oak Park are among the local favorites for picnics, sports, and family outings. The city's economy is diverse, with industries including manufacturing, healthcare, retail, and transportation. Paducah is also an important logistics and shipping hub due to its river connections and its proximity to major highways.

Paducah is a cultural hub in the region, and its Downtown and Lower Town districts are home to attractions such as the Paducah Waterfront and Floodwall Murals, the Carson Center, the Lloyd Tilghman House & Civil War Museum, the Yeiser Art Center, the River Discovery Center, the Paducah School of Art & Design, and more. Paducah is conveniently located with access to major interstates, including I-24, which connects the city to Nashville, Tennessee, and St. Louis, Missouri. The city also has a regional airport, Barkley Regional Airport, which offers flights to Charlotte Douglas International Airport for convenient travel.

Sources: census.gov; paducahky.gov; paducahmainstreet.org; com; webaddress2.com

Position Summary

The Managing Artistic Director will serve as the visionary leader of Market House Theatre, reporting directly to the Board of Directors. Overseeing a dedicated team that includes the technical director, box office manager, theatre and dance education directors, bookkeeper, development director, and guest directors. The Managing Artistic Director will guide both artistic and strategic endeavors. In collaboration with staff and the Board, they will spearhead efforts to update the organization's long-term strategic plan, advance DEI and advocacy initiatives, and drive critical fundraising efforts to ensure Market House Theatre's continued success and growth.

Roles and Responsibilities

Managing and Artistic Leadership

- Oversee all productions and directors, designers, performers, crews, and volunteers.
- Direct a minimum of two signature and one studio production each year.
- Negotiate and contract with publishing companies for royalties and script rights for all shows.
- Update and monitor a long term strategic plan, DEI and advocacy plan, develop policies and procedures for the sound operation of the theatre along with the board, and attend all meetings as an ex-officio member of all committees.
- Working with the staff, create budgets and work plans for the theatre to accomplish its financial objectives.
- Approve all marketing and public relations for institutional branding, season ticket campaigns, individual shows and events (billboards, newspapers, magazines, radio, etc....), newsletters, and play program layout with staff Marketing Director.
- Conduct employee hiring, supervision, and termination, if needed, with additional hiring, supervision, and termination of contractual employees and volunteers during the year on a show-by-show basis, including guest actors, guest directors, scenic artists, music directors, guest designers, and musicians.
- Perform other managing and artistic leadership duties as needed.

Fundraising and Organizational Management

- Monitor and oversee financial record keeping for theatre with staff and QuickBooks financial management tools and reports.
- Collaborate with staff development director on annual fundraising campaign & donor relations, including soliciting, sponsorships, program advertising, grants, fundraising events, and director's notes.
- Engage with the staff facilities manager to approve maintenance work plans, equipment repair and maintenance.
- Coordinate with event/rental manager to manage rental policies and procedures, and the use of spaces for guest artists (apartments, studio theatre, classrooms, Studio 200, main theatre).
- Supervise box office manager on individual ticketing through the box office, season ticketing, credit card acceptance and contractual agreements, database management, and online ticketing systems.
- Perform other fundraising and organizational management duties as needed.

Education and Community Engagement

- Oversee the educational programming of Theatre and Dance in coordination with the education coordinator/director and Dance MHT director.
- Select or approve youth production titles for youth season and all summer camp workshop shows.
- Support the education team in the design of education workshop shows.
- Hire guest directors or secure qualified volunteer directors for all youth series, studios, educational workshops, and other shows as needed. Qualified directors have professionally directed or have directed multiple shows for other theatres of similar size and quality as MHT.
- Provide oversight of Theatre in School productions — fully or partially produced shows at elementary and middle schools that MHT provides directors/sets/costumes to balance out in house productions and staff workload.
- Plan street fair in conjunction with education director/coordinator and marketing director.
- Perform other education and community engagement duties as needed.

Traits and Characteristics

Visionary, creative, and collaborative, the Managing Artistic Director will be deeply engaged with the community, as well as the staff and artists working with Market House Theatre, while guiding the theatre into its next chapter as a community arts organization.

Other key competencies include the following:

- **Time and Priority Management & Project Management** – The capacity to oversee all resources, tasks, systems, and people.
- **Personal Accountability** – The sensibility to take accountability for decisions, grow from mistakes, and possess a high degree of awareness of the impact of personal actions and decisions.
- **Teamwork & Employee Development/Coaching** – The ability to develop, mentor, and motivate others while creating a sense of order, direction, and active participation among the internal and external stakeholders to achieve collective goals.
- **Leadership and Customer Focus** – The acumen to organize and influence people to believe in a vision, and create a sense of purpose and direction, including patrons and community members.

Qualifications

The qualified Managing Artistic Director will have a bachelor's degree in theatre, arts administration, business, or significant relevant professional experience with strong financial acumen. Experience is preferred in the arts and culture or nonprofit sector or in fields directly related to arts/theatre facility administration. Leadership in strategic initiatives, artistic programming and visioning, fundraising, community engagement, financial and human relations management, and board governance are ideal. The Managing Artistic Director should bring knowledge of nonprofit governance, including boards of directors or trustees. Experience in coordination, contract negotiation, and community engagement, as well as planning, organization, and decision-making are needed. The Managing Artistic Director will serve as a mentor for staff and will have experience with professional development initiatives and employee evaluations. Candidates who do not meet all the qualifications but possess transferable or equivalent skills, experience, or education, are encouraged to apply and highlight those areas.

Compensation and Benefits

Market House Theatre offers a compensation package with benefits that include health Insurance, a simple IRA match, paid vacation time, and professional development for conferences. The annual salary range for this position is \$75,000 to \$95,000.

Applications and Inquiries

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

Adam Davis, Senior Vice President
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Diversity, equity, inclusion, and belonging are essential values that guide our organization. We recognize that diversity is the foundation of creativity, innovation, and growth. We are committed to creating a culture of belonging that embraces and celebrates differences and fosters an inclusive environment where everyone feels respected, valued, and empowered to bring their whole selves to work.