



## **Executive Director Position Description & Posting**

### **About The Gamm:**

#### **OUR MISSION**

The Gamm Theatre is proud to tell stories that entertain, provoke, and engage seriously with the most important issues of our time. The Gamm further serves the public with educational programming that enriches the cultural and civic life of our community.

#### **OUR HISTORY**

Now in its 38th season, The Gamm Theatre is one of the region's premier professional theaters and a cultural asset since its founding in 1984. The Gamm is a destination for critically acclaimed productions, including numerous world and regional premieres. It is the recipient of several Elliot Norton Awards from the Boston Theater Critics Association, among other professional recognitions. Under the leadership of Artistic Director Tony Estrella, The Gamm brings top quality professional theater to audiences in Southern New England, including Rhode Island, Connecticut, Greater Boston, and beyond. Drawing on the talent of local and visiting artists, we present an eclectic season of exciting new works and classics made to feel new — from the naturalistic to the epic. Our productions use an intimate space to engage, provoke and entertain audiences while addressing the most salient issues of our time and all time. The Gamm is a proud member of New England Area Theatres, a bargaining unit of Actors' Equity Association.

The Gamm's Education Department aids the theatre's mission of providing educational programming that enriches the cultural and civic life of our community. Our programs are designed to engage, instruct, and empower residents of Rhode Island and Greater New England. Programs include in-school and out-of-school-time theater classes that foster social emotional learning (SEL) and literacy skills, classes for adults ranging in topics from playwriting to acting to dance, summer camps for all ages, and a robust student matinee program that invites students to take a deep dive into our onstage work.

#### **OUR VALUES**

The values of The Gamm include a culture of Excellence, Belonging, and Integrity. These values guide our conduct, activities, and goals. To that end:

We have an unwavering commitment to artistic and professional excellence.

Our theater is a place of belonging – for patrons, employees, artists, and the community. We endeavor to treat ALL people like human beings – that is, as rich and complex individuals and not political

abstractions. We actively promote a common culture based on fairness, understanding, and humanity. And we root everything we do in love and compassion.

We behave with personal and professional integrity in all collaborative endeavors within the organization, building trust and stewarding relationships and resources.

### **Position Summary:**

Reporting to the Board of Directors and working closely with the Artistic Director and Gamm staff, the Executive Director will revitalize and further operationalize The Gamm's strategic plan, guide the finances and business strategy, elevate and enhance the fundraising capabilities of the organization, strengthen existing relationships and forge new ones across the Rhode Island community, and serve as a devoted supporter and mentor to the staff. A strong working relationship with the Board of Directors and the Artistic Director is essential, as is the need to possess strong fund development, financial management and budgeting skills, demonstrating innovative and strategic leadership in a multi-faceted organization. Vital to the Executive Director's success will be a collaborative leadership style along with an entrepreneurial drive and exemplary communication skills. Energy and imagination are essential, as is the fundamental belief that the arts and creativity are of great value to society. Above all, the Executive Director will demonstrate a commitment to The Gamm's mission and core values.

Throughout its history, The Gamm has served as a vital voice and gathering place. Locally, opportunities exist to explore further collaborations with Warwick and beyond when it comes to programming, facility usage, and working to encourage more active participation in Gamm events. It is expected that the Executive Director will cultivate new connections to audiences while continuing to help build a fruitful relationship with current audiences and the community. The Executive Director will be tasked with exploring how to balance the boosting of ticket sales while finding ways to make programming and presented works accessible to aid in further engaging the community.

**Anticipated start date: July 1, 2023**

### **Primary Responsibilities:**

#### **Support The Gamm's artistic mission/vision**

The Gamm is at a pivotal moment as it works to navigate within an industry rebounding from Covid. Audience development will be a key to long-term success and financial stability. The Executive Director will assess The Gamm's existing operations, programs, human resources, and systems with a fresh perspective and provide recommendations and insight on improvements for the organization. The Executive Director will develop a strategy to support an artistic vision that has established The Gamm as a leader in producing entertaining, civically engaged and provocative art.

#### **Secure The Gamm's long-term financial well-being through exceptional management and fundraising**

The success of The Gamm is contingent, in large part, on its ability to obtain, secure, and maintain the financial resources to sustain its operations and support its artistic endeavors. The pandemic has posed many financial challenges to the entire industry. The Executive Director will possess a keen financial acumen and will be tasked with increasing contributed revenue and bolster ticket sales and pursuing

new sources of revenue, such as creatively utilizing the existing space. The Executive Director, having a deep understanding of fundraising strategies, will work to develop strong relationships with existing donors and partner with the Development Team to identify potential new donors. They will leverage their own professional networks as well as those of the Board of Directors, to tell the story of The Gamm, develop a strong sense of trust amongst those individuals or groups, and build excitement around The Gamm in the Rhode Island community and beyond. To audience members, donors, arts leaders, and the larger community, the Executive Director will be a compelling advocate, connecting The Gamm's stories to their own, and cultivating increased patronage and support. In addition, the Executive Director will be responsible for overseeing and executing an effective strategy to maintain and increase earned revenue. The Executive Director should be a clear and transparent communicator around the financial landscape of the organization to ensure the fiscal health and continued excellence of The Gamm.

#### **Mentor and lead administrative staff**

Essential for the future and viability of the Gamm is a strong and committed administrative staff. This position will require an experienced leader to guide and develop our Marketing, Education, Operations and Development personnel. Key to this work will be supporting effective administrative structures and building best practices.

#### **Partner and engage with the Board of Directors**

The Board of Directors is an engaged group of individuals, passionate about The Gamm, ambitious and optimistic about its future opportunities, purposeful about their stewardship of the organization, and committed to its vibrancy. The Board is actively involved with the organization and holds a deep commitment to best practices in governance. The Executive Director will build on this strong foundation and will partner with these community leaders in meaningful ways, communicating effectively, and calling on their talents and resources to ensure success. The Executive Director will find ways to harness the experience and expertise they have and view them as valued partners in the success of The Gamm, its operations, and its financial affairs.

#### **Experience and Qualifications:**

The successful candidate will bring many of the following professional and personal experiences, qualifications, and characteristics:

- Passion for and demonstrated commitment to The Gamm's mission and vision;
- An inspiring, entrepreneurial, and collaborative leadership style;
- A keen financial eye with a track record of budget oversight that supports the theatre's strategic goals and vision;
- Experience leading growth in the not-for-profit theatrical world;
- Familiarity with the work of audience development, community engagement, competitive pricing, and effective marketing;
- Extensive track record of organizational and individual fundraising;
- A commitment to the development of artists and the arts;
- Ability to be strategic regarding local and national partnerships and understanding of the variety of constituents that The Gamm serves;
- Enthusiasm and energy for fostering connections and relationships with community groups, civic and educational leaders, and arts organizations;

- Eagerness for authentic engagement with the greater community through a visible presence and active participation in a range of events and activities;
- A commitment to and understanding of the development of meaningful diversity in all aspects of the theatre;
- Excellent oral and written skills, as well as strong interpersonal skills;
- Collegiality and a pronounced orientation toward teamwork and partnership.

### **Compensation & Benefits:**

Competitive salary and benefits package. (\$85,000 or commensurate with experience)

The position is full-time/exempt.

The theater provides medical and dental insurance, an Employee Assistance Program, and group retirement plan, as well as paid vacation, personal, sick, and holiday leave.

### **Application Process:**

Interested applicants should send a cover letter and Resume/CV and at least three references to:

Miriam Weizenbaum, Board Vice President & Search Committee Chair at

[HR@gammtheatre.org](mailto:HR@gammtheatre.org). For first consideration please submit application by May 5, 2023.

***The Gamm Theatre is an Equal Opportunity Employer committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, national origin, age, disability, sexual orientation, gender expression, veteran status, and any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the theater field are strongly encouraged to apply.***