

**Managing Director
North Avenue Entertainment at the Motor House
Baltimore, MD**

Position Overview:

The Managing Director is responsible for the artistic and financial success of North Avenue Entertainment - 8,000 sq. ft. of performance, gallery, bar and special event venues on the first floor of the Motor House in Baltimore, MD. The Managing Director oversees all aspects of programming, planning, marketing, resource development, financial management, and general administration.

The Motor House is a three-story, 25,000 sq. ft. arts hub, serving Baltimore's contemporary and emerging artists and arts organizations. Located in the heart of Baltimore's Station North Arts and Entertainment District, the Motor House is developed, owned and operated by the Baltimore Arts Realty Corporation (BARCO).

Since opening in 2015, the Motor House has served as a home and showcase for Baltimore's diverse and dynamic creative organizations and practitioners. The first floor, known as "North Avenue Entertainment", has presented over 100 performances, community events and a series of curated exhibitions.

BARCO seeks an entrepreneurial and energetic Managing Director whose artistic leadership and management expertise will create an exciting blend of performance programs and events that attract new audiences and sustain current patrons.

We envision North Avenue Entertainment producing:

- Dynamic programming that includes both established and emerging artists drawn from local, regional and national markets;
- Ticketed performances and special events that generate a major share of annual revenues;
- Creative initiatives to subsidize performances of bold and experimental works.

The Managing Director reports to the President of BARCO and is a senior member of the BARCO staff. The Managing Director will develop the guiding artistic vision and will evaluate its implementation in partnership with BARCO's President and the Motor House's Creative Advisory Committee. The Managing Director supervises the staff responsible for supporting programming on the first floor of the Motor House, and works collaboratively with other members of the BARCO staff.

The [Baltimore Arts Realty Corporation \(BARCO\)](#) is a non-profit organization dedicated to providing affordable and sustainable facilities for Baltimore's growing artistic community.

BARCO is an equal opportunity employer, committed to assembling a diverse, broadly trained staff. Women, people of color, and people with disabilities are strongly encouraged to apply.

Duties and Responsibilities:

Creative Direction: Establishes the artistic vision and the annual program plan to ensure a balance of programs and integration of multiple disciplines in partnership with the BARCO President and the Motor House Creative Advisory Committee.

Financial Management: Works with the BARCO Financial Manager, President, and staff to establish annual budgets. Responsible for budget performance, forecasting and cash flow projections.

Audience Development/Earned Income: Oversees marketing team to plan and implement forward-thinking audience development activities including marketing strategies, online presence, postcards/brochures, public relations, and promotional events.

Administration: Supervises marketing, finance and operational staff, manages human resources, and conducts end-of-year evaluations in partnership with BARCO senior staff. Facilitates program staff meetings and supports staff in cultivating creative partnerships, and dynamic, sound programming.

Fundraising: Works with the BARCO President, BARCO's fundraising consultant, the Motor House Creative Advisory Committee, and staff to develop an overall fundraising strategy, including goal setting and evaluation; and plans, coordinates, and supervises the implementation of all fundraising activities. This may include individual gifts, underwriting mission aligned projects, special events, corporate giving, government support and foundation grants.

Advisory Committee: Serves as the primary staff liaison to the Motor House Creative Advisory Committee, making policy recommendations and providing avenues for participation in accomplishing tasks.

Advocate: Advances the relationship between Motor House and various local and regional organizations, including government agencies and advocacy groups, community and local business groups and arts organizations, and serves as the public face of Motor House.

Qualifications and Experience:

Requirements:

- 5 - 10 years of professional experience in programming and arts administration.
- Excellent leadership, management and writing skills.
- Successful financial management of a performance venue and external artistic programming activities.
- Effective fundraising and proposal development in the performing arts.
- Considerable experience with Quickbooks, MS Office and Google Docs.

Preferred Knowledge, Skills and Abilities:

- Experience managing events.
- Solid grasp of strategic planning, budgeting and financial management.

- Knowledgeable about trends in contemporary performing arts.
- Evidence of entrepreneurial leadership and success.
- Strong commitment to arts, culture, and equity as essential tools in place-based strategies to nurture the growth of opportunity, particularly in Baltimore.
- Knowledge of a range of efforts to use arts and culture as community-building tools.
- A synergistic point of view, that teases out connections that unite and create potential for outcomes greater than the sum of the parts.

Reports to: President of the Baltimore Arts Realty Corporation (BARCO) and is a member of the BARCO senior staff.

Start Date: May 15, 2017

Application Process: Send cover letter, writing sample, 3 references and resume detailing: arts administration, theatre management, programming management and related experiences to: [hiring@baltimoreartsrealty.com](mailto: hiring@baltimoreartsrealty.com) by Friday, March 31, 2017. For inquiries, please email questions to [hiring@baltimoreartsrealty.com](mailto: hiring@baltimoreartsrealty.com). No phone calls please.

Optional: provide samples of fundraising communications, reports, organizational/administrative documents, and newspaper or magazine articles related to professional accomplishments.

Salary is commensurate with experience. BARCO provides a benefits package.