

Flatwater Shakespeare Company Job Description

Overview of Flatwater Shakespeare Company:

Flatwater Shakespeare Company is a private theatre company in Lincoln, NE that was formed in 2001 and incorporated in 2004. The focus is high quality productions of Shakespeare and other classical works. Flatwater Shakespeare duties are managed by a dedicated part time staff, an active board, and volunteers. Flatwater Shakespeare does not have a building/facility. The majority of productions have been held at The Swan Theatre at The Stables at Wyuka Cemetery in Lincoln. Other productions have been produced at Haymarket Theatre, Lincoln Community Playhouse, and Johnny Carson Theatre/Lied Center. For the past 11 years, Flatwater Shakespeare has had a summer youth production. In 2011, we began Flatwater Free Shakespeare, a summer tour which takes Shakespeare to local parks and outdoor venues in Lincoln. In addition to the youth program and Flatwater Free Shakespeare, we produce either a spring or a fall show (sometimes both, occasionally neither). All activities are supported through ticket sales, events, donations and grants.

Position Title: Executive Director

Reports to: Flatwater Shakespeare Company Board of Directors

Hours: Third-time position, Contract Labor (average throughout the year)

Supervises/coordinates with: Board of Directors Executive Team and other staff

Salary range: \$9,000-\$10,000 annually, depending on experience

General Summary: This position serves as the leader, the “face” of Flatwater Shakespeare.

Essential Job Functions:

1. Develop and implement a financial plan to ensure stability and growth of the organization
 - a. Secure financial support for the summer tour
 - b. Provide support to the Operations Manager in the development of proposals
 - c. Coordinate the development of the budget for the fiscal year
2. Play a key role in short and long-term strategic planning with a focus on continuing the existing high-quality productions
3. Manage and support operations staff
4. Work with staff and board on community outreach activities
5. Participate in public relations activities to provide a high level of visibility for Flatwater
6. Work with the board to identify the season
7. Hire and manage guest directors and key production staff, including budget oversight
8. Provide regular reports to the Board of Directors
9. Work with the Executive Committee as needed/requested

Education and Experience:

- Experience and involvement with Shakespearean productions
- BA in a related field preferred
- Ability to work with funders to gather financial support for the organization
- Experience with a nonprofit organization
- Understanding of nonprofit rules and regulations

Working Conditions:

This is a quarter time position, with flexible hours. Certain times of the year will be busier than others, depending on the production schedule and fundraising needs. Flatwater Shakespeare does not have a building; tasks will need to be done at one’s home or at designated venues. There will be required meetings, including meetings with potential funders; board and committee meetings; and events. Current contract staff includes the Operations Manager.