

Emelin Theatre

Executive Director

Emelin Theatre seeks an experienced performing arts manager with strong booking, marketing, fundraising, and administrative skills to program and present world-class performing artists, expand the Emelin's audience and donor base, and deliver appropriately scaled and financially sustainable operations.

[Emelin Theatre](#) was founded in 1972, and it was fully renovated in 2021 to be a 267-seat performing arts venue in Mamaroneck, a village in Westchester County just 30 miles north of New York City. Programming includes all genres of music, comedy, dance, and vibrant family entertainment, plus a broad range of independent and international films. With a mission to promote a cultural life that delights and educates, the Emelin is well-known for high-quality and affordable programs that leverage proximity to New York City to book area artists that audiences can appreciate in an intimate setting and at a reasonable ticket price.

Emelin's School Outreach Program was created in 1997 and has brought thousands of children to the theatre for low- or no-cost programs. Productions are predominantly based on children's literature; represent a broad range of educational, social, and historical themes; and are tied to school curricula. Study guides accompany these performances, and teachers can use the study guides to shape rich classroom experiences. Coupled with other children's performances, children's programs comprise roughly one third of the Emelin's offerings.

The organization has no debt, an annual budget of \$1.6 million, a strong balance sheet, an active twelve-member Board, four full-time staff which will increase to six, approximately nine part-time staff, and twelve volunteers. The Emelin annually presents over 125 performances, events, and programs and serves more than 20,000 patrons annually.

Mamaroneck is on the Sound Shore of Westchester, just a 34-minute train ride from Grand Central Station in New York on the Metro-North Railroad's New Haven Line. The village includes a growing international population and is home to a broad range of businesses. It's also a village of artists, with more artists, designers, and people working in media than 90% of American communities and a population that is trending toward greater youth and diversity.

BASIC FUNCTION

Reporting to the Board of Directors, the Executive Director is responsible for Emelin's overall management including artistic direction, programming, business operations, audience engagement, earned and contributed revenue, and sustained financial health. The Executive Director's ability to develop high-caliber performing arts, film, and educational programs that are embraced by different audience cohorts will be central. Building on a strong foundation established over 50 years, this leader will seek ways to enhance entertainment and educational offerings, engage the Emelin's existing audience base, and evolve the program mix in ways that align to the tastes of Westchester's increasingly diverse audiences.

The role requires a customer-oriented, entrepreneurial, creative, and practical leader with the ability to set and reach goals and hold others accountable. An engaged member of the community, the Executive Director will: create and grow partnerships with new philanthropic supporters, stakeholders, and audience members; engage with Board and staff in donor solicitations; strengthen Emelin's brand in service to its mission and its fundraising activities; and drive ticket sales in ways that also welcome all members of the community into the theatre.

MAJOR RESPONSIBILITIES

The Executive Director will: provide collaborative, forward-thinking leadership to the staff and Board; shape the organization's strategy and vision; and develop goals and objectives consistent with the organization's mission and values. Other responsibilities include:

- Understand all facets of Emelin Theatre including the organization's history, culture, staff, finances, programming schedule, education, public programs, infrastructure, and operations;
- Gain a deep appreciation of current and prospective audiences and develop solid and trusting relationships with key members of the community, government officials, business and nonprofit leaders, partners, artists, and patrons; function as the chief spokesperson and ambassador for the organization with a visible presence at local, regional, and national events; lead the ongoing development and implementation of inclusion, diversity, equity, and access (IDEA) activities and initiatives;
- Manage the business affairs of the Emelin with the objective of assuring ongoing financial strength; serve as the organization's Chief Fundraiser and Chief Revenue Officer, in the process working closely with the staff, Board, and advisors to develop and deliver contributed and earned revenue (including diversifying revenue streams) and contain operating expenses to a reasonable level;
- Oversee the organization's artistic season, education, and community outreach and provide leadership related to current and planned events, performances, and educational and community outreach programming; develop an artistic vision of programs and presentations that can be successful within budgetary constraints and that will inform, attract, and engage the interest of a diverse public while also securing recognition regionally;
- Build on the organization's strong reputation by continuing to cultivate partnership opportunities with other regional and statewide arts, educational, and cultural institutions;
- Hire, supervise, motivate, develop, and evaluate staff, ensuring that staffing is appropriate to meet the organization's goals; ensure that approved policies are consistently implemented; work with the staff to understand their contributions, strengths, and concerns; instill a strong sense of partnership and cohesion across the organization; use open channels of communication to reinforce a culture of excellence toward achieving the highest standards of performing arts practice;
- Work with the Board to articulate its role and fulfill its governance responsibilities; help build strong relationships among the Board, staff, volunteers, donors, and subscribers; identify and suggest new Board members whose talents, interests, and commitment will help further Emelin's mission and expand funding opportunities.

IDEAL EXPERIENCE

- Five years minimum senior-level executive leadership experience in a performing arts organization, arts programming, nonprofit management, or a related field; strong connection to diverse artists, agents, and leaders in the performing arts industry; a leadership background that includes managing and mentoring staff, marketing, building

strategic partnerships, and overseeing finances and budgets; demonstrated success in expanding earned revenue and in cultivating, stewarding, and securing sponsorships, individual donations, and grants.

- Diplomacy and the ability to build trust with multiple stakeholder groups, including staff, Board members, government leaders, artists, donors, patrons, volunteers, and the community at large; a track record of fostering an inspiring, inclusive, and collaborative work environment that welcomes all.
- A deep passion for the performing arts, civic engagement, and cultural experiences combined with a strong drive to bring the joy of live performance to all corners of Westchester and all corners of Westchester into the Emelin Theatre.
- Excellent writing and presentation skills, and strong public speaking abilities with the credibility to inspire embrace of Emelin Theatre locally, regionally, and nationally.
- A sense of humor and perspective.

COMPENSATION/BENEFITS

The Emelin offers competitive compensation, with a salary that extends from \$140,000 and benefits that include health insurance, retirement, paid leave, and other benefits.

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