

Union County Performing Arts Center

Executive Director

Immediate Supervisor: Reports to President, Board of Trustees

Job Summary: The Executive Director is responsible for the day-to-day management and strategic oversight of the activities of the Union County Performing Arts Center. The Executive Director is at the vanguard of public relations networking within the local, theater, arts and funding communities on behalf of the UCPAC. The Executive Director manages the theater's calendar and scheduling; supervises the Technical Director, House Manager, Marketing Director, Box Office Manager and Chief Financial Officer as well as various contractors and vendors; supervises all theater rentals, including scheduling, execution of rental agreements and settlement with renters; is responsible for oversight of all maintenance and repairs; and works with the Board of Trustees in all aspects of theater management. Duties and responsibilities include fundraising and program development as well as theater business management as well as additional duties as assigned by President of the Board of Trustees. Skills, Knowledge and Abilities: knowledge of professional practices, procedures and techniques of marketing, public relations, general retail sales and customer service practices as well as theater promotions. Bachelor's Degree required; Master's Degree preferred. Five-plus years of experience in the performing arts or concert industry, business and nonprofit and staff management, or the equivalent. Salary commensurate with experience.

Please send resumes to jobs@ucpac.org