



THE SUNRISE CITY  
**FORT PIERCE**  
HUMAN RESOURCES  
DEPARTMENT

Florida

Received

SEP 17 2018

City of Fort Pierce  
City Manager's Office

TO: NICK MIMMS, CITY MANAGER

FROM: KEVIN BROWNING, HR MANAGER *KEB*

SUBJECT: EXECUTIVE DIRECTOR OF SUNRISE THEATRE JOB DESCRIPTION

DATE: SEPTEMBER 17, 2018

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Please find attached a job description for the Executive Director of the Sunrise Theatre.  
The position will be advertised October 1, 2018 until filled - on the City of Fort Pierce's website and in the following areas:

1. Indeed.com
2. APAP Association of Performing Arts Professionals
  - a. <https://jobbank.apap365.org/rates.cfm> - 30 day job posting \$150



**CITY OF FORT PIERCE**

**JOB OPENING/PROMOTIONAL OPPORTUNITY**

**JOB TITLE: EXECUTIVE DIRECTOR**

**GRADE: 76**

**HOURLY SALARY: \$27.03 - \$60.23**

**DEPARTMENT: SUNRISE THEATRE**

**ANNUAL SALARY: \$56,215 - \$125,272**

**POSITION: 1**

**GENERAL DESCRIPTION**

The Executive Director (ED) is the key manager and leader of the Sunrise Theatre in Fort Pierce, FL. This is a complex, multifaceted role that requires vision, as well as excellent management and communication skills with attention to detail. The ED is responsible for overseeing the strategic plan, administration, development and programming of the organization. A significant component of the position is front-facing, including fundraising, donor cultivation, marketing and community outreach. The position reports directly to the City Manager and supports the Mission of the City of Fort Pierce, performing artists, students, parents, teaching artists, staff, donors, government officials, schools, and other members of the community.

**Essential Functions**

- Fund Development Program: Plans, directs and implements a comprehensive development program that generates individual donor, foundation, and corporate funding.
- Overall business management of the theatre and the coordination of all activities.
- Accountable for all financial record-keeping, employee payroll, accounts receivable and payable.
- Provide accurate budgeting reports to the City Manager on a monthly basis.
- Responsible for all publicity, media communications, press releases, brochure and playbill design and composition.
- Negotiation of all rental contracts with outside groups (i.e., Ballet Companies, Dance Theatres and Civic Organizations).
- Attending, staffing and reporting to all Board meetings.
- Coordinating all volunteer growth and activities within the theatre.
- Soliciting support from community leaders through fund-raising activities.
- Research and development of grant funding for theatre activities.
- Solicits and encourages corporate sponsorship and related revenue producing advertising.
- Plans, directs and conducts a variety of marketing studies for the Sunrise Theatre, supervises or initiates the preparation of reports and recommendations; prepares implementation plans and supervises the implementation of major recommendations accepted.
- Establish and maintain cooperative and effective working relationships with the Sunrise Theatre Advisory Board, Sunrise Theatre staff, Sunrise Theatre Foundation, Sunrise Theatre Volunteers, professional associations, business organizations, producers, agents, the media, community civic groups and other members of the public.



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SUNRISE THEATRE  
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**Minimum Qualifications**

**Knowledge, Skills & Abilities:**

- **Passion for Mission**
- Ability to translate mission into concrete action items
- Substantive knowledge of the organization's client base and stakeholders
- **Financial Management**
- Knowledge of basic accounting protocols and ability to review finances with others to build consensus around priorities and monitor ongoing expenditures
- Accountable for the sustainability and overall health of the organization
- **Talent Management**
- Ability to attract, retain and develop talent
- Establishes clear expectations to solicit the best from each employee
- **Communication**
- Communicates clearly in person and in writing with a diverse audience of stakeholders and clients
- Comprehends how to engage audiences of varying sizes and interests in the business of the mission

**Education and Experience**

- Master's Degree in arts administration, theatre, business or equivalent.
- Minimum of five (5) years of progressively responsible professional experience, preferably in a performing arts center environment, two of which must have been in a supervisory capacity.

*(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)*

**Licenses, Certifications and Registrations:**

Florida Driver's License (valid at all times).

**Essential Physical Skills**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing
- Ability to sit at a desk and view a display screen for extended periods of time
- Ability to enter data at a prescribed rate of speed
- Ability to bend, stoop, reach, drive and stand
- Lift (up to 20 pounds) lifting and carrying
- Manual dexterity to operate standard office, data entry and word processing.



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SUNRISE THEATRE  
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**Environmental Conditions**

- Work inside in an office.

*(Reasonable accommodations will be made for otherwise qualified individuals with a disability)  
(Please note: Job Description is subject to change)*

**IF YOU ARE INTERESTED IN BEING CONSIDERED FOR THIS POSITION AND YOU MEET THE MINIMUM QUALIFICATIONS, PLEASE APPLY ONLINE ON THE CITY'S WEBSITE [cityoffortpierce.com](http://cityoffortpierce.com) ON OR BEFORE THE CLOSING DATE.**

**OPENING DATE:    OCTOBER 1, 2018**

**CLOSING DATE:    OPEN UNTIL FILLED**

**THE CITY OF FORT PIERCE IS AN EQUAL OPPORTUNITY EMPLOYER**

**UPDATED 09/17/18/HR**

**EEOC FUNC/CAT:    OO/FF (Non-bargaining)**