

Oconee Performing Arts Society

Executive Director

ROLE AND RESPONSIBILITY

The role of the Executive Director is to lead all OPAS activities to provide superior performing arts programs and educational outreach for the Lake Oconee area. The position reports to the OPAS Board of Directors and will have responsibility for all activities to accomplish the OPAS mission. The Executive Director will develop the annual budget and execute all plans within funding limitations on a timely basis for a divergent audience. A proven high level artistic and creative ability in the performing arts is required. Exceptional interpersonal and communication skills are essential to further develop community excitement and passion for the performing arts and to grow membership and expand funding levels. The Executive Director will take ownership and personal responsibility for the further development of OPAS as a nationally recognized performing arts center in the Lake Oconee region.

LEADERSHIP

- Take ownership and personal responsibility for the further development of OPAS as a nationally recognized performing arts center in the Lake Oconee area.
- Recognize and further develop the OPAS vision. Be enthusiastic and persuasive in developing and communicating passion for the performing arts.
- Develop performing arts programs most suitable for the Lake Oconee area. Recognize the divergent audience by offering a mix of classical, country, pop and theatrical selections.
- Expand the sources and level of funding to support the OPAS program.
- Be a mentor to all and develop educational programs for community youth and adults.
- Develop on-going social opportunities to enhance the benefits of membership in OPAS.

MANAGEMENT

- Manage all day-to-day operations of OPAS. All OPAS staff report to this position.
- Continually develop and execute long range plans which strengthen and improve performing arts programs in the Lake Oconee area.
- Propose the annual budget and manage OPAS to achieve that budget.
- Develop programs consistent with the annual budget and be responsible for all issues relating to costs and budgets on an on-going basis. Maintain accurate records.
- Actively seek grant opportunities with state and federal organizations, private foundations, and potential corporate sponsors. Oversee in-house or consulting grant writers.
- Create and structure a calendar for time of year and appropriate venue including planning activities for proper publicity and ticket sales.
- Meet the expectations of performers and be responsible for all contracts.
- Maintain active networking with performing artists, organizations and affiliations.

QUALIFICATIONS

- Proven experience in developing and executing superior performing arts programs.
- Be knowledgeable in all performing arts activities, i.e. technical, production, booking agents.
- Have established networking with artists and other performing arts directors. Well connected.
- Exceptional communication and interpersonal skills. Persuasive and enthusiastic.
- Proven general management experience including setting and management of budgets in a non-profit organization.
- Proven ability to establish and manage effective fund raising programs.