



# Island Shakespeare Festival

PO Box 1262 Langley, WA 98260

360 . 531 . 2939

[www.islandshakespearefestival.org](http://www.islandshakespearefestival.org)

## Board of Directors:

Deborah Fisher  
Victoria Karno  
Clyde Monma  
Jeff Natter  
Christina Parker  
Cassidy Patnoe  
Sarah Sanborn  
Rob Scott  
Roxanne Shepard

Peggy Juve, Board  
Member Emeritus

## Staff:

Michelle Durr,  
Managing Director

Olena Hodges,  
Artistic Director

Trevor Young  
Marston,  
Outreach Director

Angelica Metcalfe  
Production Manager

## Advisory Board:

Kenny & Marleen  
Alhadeff  
Jackie Apodaca  
Dan Beaulieu  
Lani Brockman  
Sue Frause  
Kyle Haden  
Scott Kaiser  
Nancy Nordoff  
Amy Northup  
Lynn Perkins  
Vito Zingarelli

## Seeking Administrative Director

Posted by: Island Shakespeare Festival | Langley, WA

Start date: February 15, 2021

Application deadline: December 24, 2020

Salary: \$43,000 (does not include retirement or health benefits)

This is a full-time, overtime-exempt position.

Island Shakespeare Festival's mission is to provide accessible, professional, classical theatre realized for a contemporary audience. Located in Langley, at the south end of Whidbey Island in Washington State, ISF believes in accessing the classics through intersectional storytelling and a commitment to excellence, so they become alive--relevant-- visceral--to the widest possible audience.

ISF produces a summer season of Shakespeare plays and other classically-derived texts, and a variety of virtual and live productions during the non-summer months. The Festival attracts actors, directors, creative artists, and audiences from across the country.

## Position description:

The Administrative Director of Island Shakespeare Festival is responsible for the administrative and financial vision and procedures of the organization. Primary responsibilities include oversight of financial policy adherence; budget development; systems and technology management; grant management, and coordination with CPA, bookkeeper, other ISF staff, and ISF Board. Collaborative duties include strategic planning, policy development and oversight, fundraising, and donor relations. This is an executive level leadership position, along with those of the Artistic and Operations Directors, and reports to the Board of Directors.

## Roles and Responsibilities:

1. **Administrative**
  - a. Maintain daily organizational communication
  - b. Oversee assessment and development of annual organizational and production budgets
  - c. Oversee organizational technology and systems
  - d. Maintain and oversee legal and financial policy adherence
  - e. Assist in assessing and developing strategic plan, and evaluating goals and outcomes
  - f. Assist in contract development
  - g. Assist in human resources policy development and implementation
  - h. Assist with facilities oversight
2. **Marketing**
  - a. Assist in development and execution of marketing plans
  - b. Assist in website updates
  - c. Oversee Search Engine Optimization (SEO) data
3. **Artistic & Production**
  - a. Assist in managing production budgets
4. **Development**
  - a. Oversee development of grant opportunities and applications
  - b. Assist in sponsorship recruitment and invoicing
  - c. Assist in donor relations and communication
  - d. Oversee donor data management
5. **Outreach**
  - a. Oversee membership recruitment and support
  - b. Assist in event planning and execution
  - c. Foster community relationships and partnerships and assist with public representation of organization



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## 6. Engagement

- a. Participate in ongoing networking and relevant training opportunities.
- b. Maintain awareness of American theatre scene and trends
- c. Keep abreast of best practices in theater administration and management practices
- d. Collaborate in iterative organizational culture enhancement and growth.

## 7. Bard's Boutique store

- a. Oversee financial management of Bard's Boutique budget and income

## 8. Other duties as required

### Desired Experience, Skills, and Abilities

- Experience in financial and administrative management of a nonprofit performance and/or fine arts program
- Appreciation for Shakespeare and classical theatre history
- Confidence in managing others
- Experience with artistic or administrative engagement in the theatre field
- Strong communication and leadership skills
- Commitment to anti-oppression culture and practices.
- Strong writing skills
- Strong experience in data management and financial software
- Flexible with a willingness to learn and grow
- Desire and ability to contribute to a positive, creative work environment
- Strong ethical foundation
- Passion for our mission

### Application and timing:

To apply, please send a resume and cover letter in response to our profile, position description, and desired experience/skills to [job\\_applications@islandshakespearefest.org](mailto:job_applications@islandshakespearefest.org)

We anticipate that initial candidate assessments will be conducted until January 7 with remote first interviews being held in mid-January. If necessary, finalist interviews will be held the following week. The successful candidate's anticipated start date will be on or before February 15, 2021.

Formal background checks will be conducted on finalists for the position, with their approval and consent.