



Island Shakespeare Festival

PO Box 1262 Langley, WA 98260

360 . 531 . 2939

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 Operations Director

Posted by: Island Shakespeare Festival | Langley, WA

Start date: February 15, 2021

Application deadline: December 24, 2020

Salary: \$21,500 (does not include health or retirement benefits)

This is a half-time hourly 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 Operations Director of Island Shakespeare Festival is responsible for the personnel and facilities vision and processes of the organization. Primary responsibilities include managing human resources policy adherence, and contract development; oversight of the production team, front of house staff, and volunteers; and facilities oversight. Collaborative duties also include strategic planning, fundraising, and donor relations. This is an executive level leadership position, along with those of Artistic and Administrative Directors, and reports to the Board of Directors.

Roles and Responsibilities:

1. **Administrative**
 - a. Maintain daily organizational communication
 - b. Assist in assessing and developing annual organizational and production budgets
 - c. Assist in assessing and developing strategic plan, and evaluating goals and outcomes
 - d. Oversee contract development and adherence
 - e. Assist with human resources policy development and compliance with standards of practice; oversee implementation and adherence to operational policies and procedures
 - f. Oversee facilities department (maintenance, inventory, etc.)
2. **Marketing**
 - a. Assist in development of marketing strategy and execution as needed
3. **Artistic & Production**
 - a. Assist in season and program planning which includes lead hiring of all associated production staff and contractors
 - b. Lead and oversee all front-of-house positions
 - c. Assist in scheduling of rehearsals, performances, and events
 - d. Oversee technical production process of all artistic programming
4. **Development**
 - a. Assist in donor relations and communication
 - b. Assist in fundraising plan development and execution
 - c. Assist in grant writing as needed
5. **Outreach**
 - a. Assist in personnel management of educational and outreach programming
 - b. Foster community relationships and partnerships and oversee public representation of organization
 - c. Oversee event management



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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. Collaborate in iterative organizational culture enhancement and growth
- d. Oversee volunteer recruitment and coordination
- e. Oversee production and company management
- f. Maintain up-to-date knowledge of best practices in theater operations

7. Bard's Boutique

- a. Oversee volunteer coordination/staffing

8. Other duties as required

Desired Experience, Skills, and Abilities

- Experience in personnel, facilities, and production team management at a theater or similar arts organization
- Appreciation for Shakespeare and classical theatre history
- Confidence in managing others
- Strong organization and computer skills
- Ability to prioritize and handle multiple projects
- Experience with artistic engagement in the theatre field
- Strong communication and leadership skills
- Commitment to anti-oppression culture and practices
- Strong writing skills
- 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

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.