

“...an incubator of scores of artists, developing and premiering countless new works, many of which have gone on to long life elsewhere.”

- San Francisco Chronicle

Organization

TheatreWorks Silicon Valley (TheatreWorks) is one of the country’s leading professional theatres and the Bay Area’s third-largest non-profit theatre. In 2019, the company was honored by the American Theatre Wing with the Regional Theatre Tony Award. Its mission is to celebrate the human spirit through innovative productions, new works, and arts engagement programs inspired by and engaging its diverse Silicon Valley community. TheatreWorks produces a mix of reinvigorated classics, regional premieres of contemporary hits, and new works in the 600-seat Mountain View Center for the Performing Arts and the 425-seat Lucie Stern Theatre in Palo Alto, LORT B & C theatres, respectively.

TheatreWorks envisions an artistic community of excellence and integrity, committed to dramatic and musical theatre of outstanding professional quality that strives to exemplify the region’s values of inclusion and innovation while providing a sense of place and community. With the point of view that the San Francisco Bay Area is the prototype of a diverse, ever-evolving America, TheatreWorks is committed to exploring the changing world and enhancing the American theatre with new vision, revealing who we are and what we might become.

TheatreWorks has been committed to the creation of new works for the stage since its founding in 1970, having produced over 60 World Premieres. In 2000, this commitment was strengthened and formalized with the establishment of its New Works Initiative, which has contributed to the development of scores of new plays and musicals, earning national recognition and acclaim for the company and the new works program. Highlights of the program include the annual New Works Festival, the annual Writers Retreat, a commissioning program, and formative readings and workshops throughout the year. Writers currently under commission include Min Kahng, The Kilbanes, Lynn Rosen, Pia Wilson, Chris Miller, Nathan Tysen, Idris Goodwin, Mansa Ra, and Geetha Reddy. TheatreWorks believes in supporting local and national writers in the earliest stage of a play’s development.

The Arts Engagement program leads TheatreWorks’ commitment to engage its diverse community through Arts Education, Community Partnerships, and Inclusive Collaboration. Through accessible workshops, residencies, internships, civic salons, student matinees, touring productions, and other events, the program seeks to build intentional relationships with Silicon Valley neighbors. The Children’s Healing Project exemplifies the Arts Engagement program, in which TheatreWorks teaching artists lead improvisation-based workshops with patients at the Lucile Packard Children’s Hospital at Stanford University, patients at the Comprehensive Eating Disorders Unit at El Camino Hospital, and families at the Ronald McDonald House.

TheatreWorks has asserted its commitment to becoming an anti-racist organization and is pursuing the intention to use its voice and art form to take a stand against conscious and unconscious bias and systemic racism. Updates and action steps toward inclusion, diversity, equity, accessibility, and anti-racism are published on its website and include the creation of an IDEA collective, ongoing facilitated training at the board and staff levels, and the creation of a new position, the Director of Community Partnerships. This new role is focused on creating long-term, trust-based, and reciprocal relationships with BIPOC and under-represented communities throughout the Silicon Valley.

TheatreWorks Silicon Valley is governed by a 25-member Board of Trustees, led by Board Chair Holly Ward. Tim Bond has served as Artistic Director since 2020, following the 50-year tenure of Founding Artistic Director Robert Kelley. For the fiscal year ending June 30, 2019, TheatreWorks Silicon Valley reported revenue of \$9.6 million, with approximately \$4.7 million from contributions and grants and \$4.6 million from program services. Due to the COVID-19 shutdowns, the fiscal year ending June 30, 2021, had total revenues of \$6.7 million, with approximately \$6.5 million from contributions, grants, and endowment income. TheatreWorks has a consistent record of balancing its budget. TheatreWorks’ endowment stands at approximately \$5 million.

Community

Situated on the traditional territory and unceded homeland of the Ramaytush Ohlone peoples, TheatreWorks is headquartered in Silicon Valley, which includes the cities of San José (the third-largest city in California), Sunnyvale, Santa Clara, Redwood City, Mountain View, Palo Alto, Menlo Park, and Cupertino. Silicon Valley's location around the southern shores of San Francisco Bay provides easy access to the global hub of San Francisco, with Yosemite, Lake Tahoe, and Napa Valley within driving distance. TheatreWorks serves the nine-county San Francisco Bay Area, which is home to approximately 7.8 million residents.

A nexus of arts and innovation, the Silicon Valley is the home to many first-rate universities, including Stanford University, and dozens of major technology, software, and internet companies. Apple, Google, Meta (formerly Facebook), and Visa are among the major brands headquartered in the region.

TheatreWorks Silicon Valley is a leader among the region's arts and culture organizations, joining major Bay Area theatres American Conservatory Theater and Berkeley Rep, along with nearly 400 Bay Area theatre companies, making the region the nation's third-largest theatre scene. Less than an hour drive from Silicon Valley, San Francisco houses San Francisco Ballet, San Francisco Symphony, SF Jazz, San Francisco Opera, Club Fugazi, SFMOMA, the Asian American Art Museum, the Museum of the African Diaspora, and many others.

With its Northern California weather, Silicon Valley has a Mediterranean climate of warm summers and cool winters and offers proximity to beaches and countless ways to enjoy the outdoors. Visitors can find stunning views on endless miles of trails or spend an afternoon strolling through the historic Elisabeth F. Gamble Garden, which is free and open to the public every day of the year. Children can enjoy the Palo Alto Junior Museum and Zoo.

Sources: visitcalifornia.com; census.gov; siliconvalleyguide.org; cityofpaloalto.org; theatreworks.org

Position Summary

Reporting to the Board of Trustees in a co-leadership model with the Artistic Director, the Executive Director will provide administrative and financial oversight of all aspects of the day-to-day operations of the organization. They will collaborate closely with the Board and Artistic Director to establish a long-term vision and strategy that is effective, achievable, and sustainable and will co-lead its implementation. Guided by TheatreWorks' mission and values, this individual will be responsible for managing all of the company's business functions including general management, external and community relations, audience development, marketing, fund development, financial management, and strategic planning. They will also be responsible for TheatreWorks' arts engagement and partnership programs, which co-report to the Artistic Director.

As an active spokesperson for TheatreWorks, the Executive Director will cultivate relationships with funders and other philanthropic supporters. With the Artistic Director, they will co-lead the Board and senior management team in sustaining equity, diversity, inclusion, accessibility, and anti-racism policies across the organization and through its work in the dynamic Silicon Valley community. The Executive Director will facilitate community-centered partnerships as initiated by the Artistic Director and community engagement staff. In partnership with the Artistic Director, the Executive Director will expand TheatreWorks' capacity to support top regional and national talent. They will foster a creative, accessible, supportive, and joyful environment for artists and the many people who make the work of TheatreWorks Silicon Valley possible – on stage, behind the scenes, in the classroom, online, and throughout the community.

Role and Responsibilities

Strategic Planning and Operational Leadership

- Partner with the Artistic Director and the Board of Trustees to establish a long-term vision and sustainable strategy, create new operating models as necessary, and assess facility needs for administration, rehearsals, education programs, storage, and performances as the organization emerges from the pandemic.
- Collaborate with the Artistic Director to identify plays and musicals for TheatreWorks' stages, plan season programming, secure rights to plays, and negotiate agreements with producing partners.
- Maintain transparent and frequent communication with the Chair of the Board, the Board of Trustees, the Artistic Director, the staff, organizational partners, and artists.
- Openly communicate financial plans and current financial condition to the Board of Trustees and disclose budget discrepancies, issues of potential concern, and risks to the organization in a proactive and timely manner.

- Create decisive action plans with the senior management team that include clearly defined operational priorities and measurable goals, while fostering a teamwork culture of shared accountability.
- Champion equity, diversity, inclusion, anti-racism, and accessibility policies and practices, and ensure ongoing organization-wide training is prioritized, funded, implemented, and sustained.

Earned and Contributed Revenue Enhancement

- Guide staff and Board fundraising initiatives to create community-centered strategies for growing contributed revenue with an emphasis on solicitation, stewardship, and cultivation of existing and new funders.
- Build and maintain strong professional relationships with the Board Emeriti, business leaders, and the funding community including key donors, foundations, public funders, and corporations.
- Formulate comprehensive marketing and public relations campaigns to increase income from single ticket sales, subscription sales, concessions, rentals, community presentations, education programs, digital programming, and other earned revenue possibilities.
- Assess and adapt audience development plans based on the specific, unique nature of the Silicon Valley to create meaningful relationships with the region's broadly diverse communities.

Community Engagement and External Relations

- Devise innovative partnerships between artistic and tech communities, ensuring TheatreWorks is valued as the theatrical center of Silicon Valley and looked to as a performing arts leader in local and global conversations.
- Maintain a consistent presence as a highly engaged member of the Silicon Valley community focused on increasing the visibility and reputation of TheatreWorks in arts, culture, public, corporate, government, and philanthropic communities.
- Expand TheatreWorks' presence in the broader theatre field by representing the organization at national convenings, participating in collective lobbying efforts, and fostering relationships with local or national peer organizations that may result in producing partnerships and resource-sharing.
- Cultivate and develop a diverse, intergenerational audience in close collaboration with the Director of Arts Engagement and the Artistic Director, by engaging Silicon Valley communities through mutually beneficial, innovative partnerships and collaborations.

Traits and Characteristics

The Executive Director will be an entrepreneurial, inspiring, collaborative, and forward-thinking leader who empowers and celebrates their colleagues and brings out the best in others. Exhibiting a joyful and resilient spirit, the Executive Director will be a proactive and approachable manager, a hands-on team-builder, capable of uniting the collective energy and resources of TheatreWorks to build upon its legacy and secure a path toward its future. While maintaining a regional and national presence, the Executive Director will enjoy continual learning and embrace a public-facing, service-minded approach to building meaningful partnerships with diverse and dynamic communities.

Other key competencies include:

- **Diplomacy and Teamwork** – The ability to effectively and tactfully handle difficult or sensitive issues while cooperating with others to meet objectives.
- **Interpersonal Skills and Personal Accountability** – The capacity to effectively communicate, build rapport, and relate well to all kinds of people while being answerable for personal and collective actions.
- **Leadership** – The aptitude to organize and influence people to believe in a vision while creating a sense of purpose and direction.
- **Flexibility and Decision Making** – The dexterity to readily modify, respond, and adapt to change with minimal resistance while analyzing all aspects of a situation to make consistently sound and timely decisions.

Qualifications

TheatreWorks does not require a specific number of years of experience or minimum educational credentials. Qualified candidates should demonstrate a dynamic history of successful leadership and managerial experience within mission-driven theatre producing organizations, as well as previous experience in fundraising, marketing, financial management, operations, relationship-building, and strategic planning. Exceptional communication skills are required, as is the desire to directly engage with Silicon Valley communities alongside TheatreWorks' staff.

Demonstrated experience in championing and implementing inclusion, diversity, equity, accessibility, and anti-racism policies is essential.

Compensation and Benefits

TheatreWorks provides a competitive compensation package with a salary range between \$210,000 and \$230,000 and benefits that include employer-paid health insurance; a 403(b) retirement plan; paid vacation; holidays; personal and sick days; season tickets to TheatreWorks; friends and family discounts; and a creative, energetic environment. A relocation bonus will be offered to the placed candidate if they are not local.

Applications and Inquiries

To submit a cover letter and resume with a summary of demonstrable accomplishments (electronic submissions preferred), please click [here](#) or visit artsconsulting.com/employment. For questions or general inquiries about this job opportunity, please contact:

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TheatreWorks Silicon Valley strives to be an inclusive work environment and embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups to apply.