

## Flatwater Shakespeare Company Job Description

### Overview of Flatwater Shakespeare Company:

Flatwater Shakespeare Company is a private theatre company in Lincoln, NE that was formed in 2001 and incorporated in 2004. The focus is high quality productions of Shakespeare and other classical works. Flatwater duties are managed by a dedicated part time staff, an active board, and volunteers. Flatwater does not have a building/facility. The majority of productions have been held at The Swan Theatre at The Stables at Wyuka Cemetery in Lincoln. Other productions have been produced at Haymarket Theatre, Lincoln Community Playhouse, and Johnny Carson Theatre/Lied Center. For the past eleven years, Flatwater has had a summer youth production. In 2011, we began Flatwater Free Shakespeare, a summer tour which takes Shakespeare to local parks and outdoor venues in Lincoln. These performances are supported through donations and small grants. In addition to the youth production and Flatwater Free Shakespeare, we produce either a spring or a fall show (and sometimes both).

**Position Title:** Executive Director

**Reports to:** Flatwater Board of Directors

**Hours:** Quarter-time position, Contract Labor

**Supervises/coordinates with:** Board Executive Team and other staff

**Salary range:** \$6,000-\$8,000 annually, depending on experience

**General Summary:** This position serves as the leader, the “face” of Flatwater.

### Essential Job Functions:

1. Develop and implement a financial plan to ensure stability and growth of the organization
  - a. Secure corporate support for the summer tour
  - b. Provide support to the Operations Manager in the development of proposals
  - c. Coordinate the development of the budget for the fiscal year
2. Play a key role in short and long-term strategic planning with a focus on continuing the existing high-quality productions
3. Manage and support operations staff
4. Work with staff and board on community outreach activities
5. Participate in public relations activities to provide a high level of visibility for Flatwater
6. Work with the board to identify the season
7. Hire and manage guest directors and key production staff, including budget oversight
8. Work with the Executive Committee as needed

### Education and Experience:

- Experience and involvement with Shakespearean productions
- BA in a related field preferred
- Ability to work with funders to gather financial support for the organization
- Experience with a nonprofit organization
- Understanding of nonprofit rules and regulations

### Working Conditions:

This is a quarter time position, with flexible hours. Certain times of the year will be busier than others, depending on the production schedule and fundraising needs. Flatwater Shakespeare does not have a building; tasks will need to be done at one’s home or at designated venues. There will be required meetings, including with potential funders, board and committee meetings, and events. Current contract staff include: Operations Manager, Production Manager, PR/Events Coordinator, and Website Manager. Dr. Stephen Buhler, UNL, coordinates Facebook and the blog (volunteer), and serves as Dramaturg.