



## BOISE CONTEMPORARY THEATER

**ORGANIZATION:** Boise Contemporary Theater

**POSITION:** Managing Director

**REPORTS TO:** Board of Directors

**LOCATION:** Boise, ID

**INFORMATION:** <https://bctheater.org/>

**TO APPLY:** Please send cover letter and resume as one PDF to [managingdirector@bctheater.org](mailto:managingdirector@bctheater.org) with the title format "Last Name First Name – Letter Resume"

### BACKGROUND

Boise Contemporary Theater (BCT), located in the center of downtown Boise, Idaho, has, for over 25 years, established itself as a leader in the artistic landscape of the Rocky Mountain West. BCT is the only professional theater company within 300 miles dedicated to premiering challenging new work.

In addition to its main stage programming and reading series, the theater produces a summer BIPOC Playwrights Festival, which has gained national attention, a play reading series, and a summer "Locals Only" performance series. Our educational programs in 2025 have provided hundreds of students aged 8 years and up with opportunities to attend classes and participate in acting activities.

BCT has five full-time staff members, three part-time staff, and a host of contractual front-of-house workers, grant writers, instructors, technicians, designers, directors, and actors.

As a result of our dedication to quality productions, BCT's home on Fulton Street has become a hub of national artistic innovation. As phase 1 of a 3-year capital campaign, The Ghost Light Pub opened in 2025 as a place in the theater for discussion and conversation before and after performances. Phase 2 of the capital improvement program, scheduled for the summer of 2026, will bring upgrades to our main theater space. The theater is in sound financial condition and operates on an annual budget of \$1 million in contributed and earned income. We are currently looking for a full-time Managing Director to join the leadership team at BCT. This individual will be working with the Producing Artistic Director, the Board of Trustees, and other team members to continue the growth of arts and culture in Boise and beyond.

### POSITION

Reporting directly to the Board, the Managing Director's (MD) charge includes working closely with the Producing Artistic Director to ensure financial and operational sustainability. The ideal candidate is a leader, but also a team player, with a proven ability to fundraise, be accountable for administrative tasks and deadlines, forge effective partnerships, and drive sustainable growth. The MD's direct reports are the part-time finance manager, part-time box-office manager, contractual grant writers, and the MD works closely with the Ghost Light Pub manager to plan events and oversee budgeting for the venue. The position does require some night and weekend work.

## **RESPONSIBILITIES**

### **Strategic Leadership**

- Collaborate with the Artistic Director and board members as part of the Strategic Planning Committee to shape the future of Boise Contemporary Theater.
- Communicate the vision for BCT so that all internal and external stakeholders understand the organization's primary goals and know how their work and partnership contribute to making them a reality.
- Grow the organization's reach, visibility, and budget.
- Nurture existing and new relationships with partners, including corporate sponsors, vendors, and donors.

### **Fundraising and External Relations**

- Oversee all development and fundraising at the theater. Work with the artistic director and the board of directors to ensure that BCT continues to have a comprehensive and successful fundraising plan.
- Serve as a compelling and engaging spokesperson, with the ability to succinctly and clearly discuss BCT's work and inspire an appreciation for contemporary theater in all audiences.
- Identify, strengthen, and sustain relationships with a variety of partners and stakeholders, including funders, community partners, grantors, individual donors, and sponsors; be a visible and engaging presence in the Boise donor community.

### **Financial and Operational Leadership**

- Develop and oversee the implementation of the infrastructure needed to sustain the organization and support BCT's programs and strategic goals.
- Oversee the next phases of the organization's capital campaign, including working with contractors, architects, and builders once construction begins.
- Maintain and oversee the implementation of a competitive, comprehensive employee benefits program.
- Ensure that the BCT has a positive, collaborative culture that attracts and retains staff and operates according to HR best practices.
- Oversee the annual gala at BCT.
- Oversee Box Office administration.
- Work with Marketing to engage and invite new audiences to BCT.
- Oversee maintenance and infrastructure projects in the building.
- Ensure the organization's finances are healthy, sustainable, and managed according to best practices by developing the budget and ensuring the organization is adhering to its financial frameworks.

### **Board Relations**

- Work with the board to determine and evaluate the strategic direction for the organization.
- Develop strong relationships with each board member, ensuring their contribution to the organization is aligned with their interests and the organization's needs.
- Partner with the current board to attract, engage, and retain new board members who can help the organization realize its mission and vision.

## **QUALIFICATIONS**

### **Experience – Required**

- Significant executive leadership experience in a similar or related organization.
- Deep level of comfort being an external representative with donors and partners.
- Hands-on experience with fundraising and building strong relationships with a diverse set of stakeholders
- Strong administrative and organizational skills – attention to detail, consistently meets deadlines, and ensures that all communications and materials related to and from the theater are done professionally and accurately.
- Experience in setting and managing budgets and revenue streams.
- Effective communication skills – ability to confidently articulate with others in multiple situations – one-on-one, meeting facilitation, and public events
- Interpersonal skills – builds and fosters good relationships with team members, donors, patrons, volunteers, and others when interacting as a representative of BCT
- Analytical skills – ability to interpret financials; use creative thought process to solve problems
- 3-5 years of theater/arts management experience.
- 3-5 years of People management.
- 3-5 years of financial management, including budgeting, forecasting, and balance sheets.

### **Personal Attributes**

- Team player who understands that working for a cultural arts organization requires an all-hands-on-deck mentality and is willing to do both high-level executive work and hands-on administrative support for the organization
- Emotional intelligence and natural ability to engage with diverse audiences, including staff, board members, partners, funders, and community members in Boise and beyond

### **COMPENSATION**

- Anticipated salary is \$70,000 - \$80,000, commensurate with qualifications and experience
- Comprehensive health insurance package
- Reserved parking downtown