

Job Description

The Whole Backstage Theatre

EXECUTIVE DIRECTOR

REPORTS TO: The Whole Backstage Theatre Board of Directors / Executive Committee

SUMMARY: The Executive Director will be the managing executive of The Whole Backstage Theatre, a historic, volunteer-driven community theatre in Guntersville, Alabama. Reporting to and working closely with the Board of Directors, the Executive Director will be responsible for advancing the theatre's mission through business management, fundraising, community engagement, and operational leadership.

The scope of this position is broad and while this role is within a theatre setting, the Executive Director will not be responsible for directing productions, setting artistic vision, or performing technical theatre duties. Instead, this role focuses on front-of-house leadership, supporting the Board, production teams, and volunteers to ensure smooth operations, financial sustainability, and creating a high-quality experience for patrons and participants.

KEY RESPONSIBILITIES:

Leadership & Strategy

- Collaborate with the Board of Directors to carry out the theatre's mission, strategic plan, and policies.
- Provide administrative support to the Board and its committees, attending meetings and serving as liaison between staff, volunteers, and Board leadership.

Fundraising & Development

- Direct all fundraising efforts in conjunction with the Board of Directors, including donor cultivation and recognition, sponsorships, grants, campaigns, and capital fundraising.
- Strengthen relationships with patrons, donors, and partners to grow annual and long-term support.

Operations & Business Management

- Oversee daily operations and resource management to ensure the theatre, its shows and its programs runs efficiently.
- Supervise administrative staff and volunteers; manage contracts, compliance, and reporting.
- Assist in financial planning and budgeting with the Treasurer while recognizing the Board's fiduciary oversight.
- Collaborate with show directors, cast, and crew to support productions from a business and audience perspective.

Marketing & Community Engagement

- Serve as the public face of The Whole Backstage through speaking engagements, media, and partnerships.
- Work with the Board to implement marketing, PR, and audience growth strategies.
- Strengthen relationships with schools, businesses, and community organizations.

Facilities Oversight

- Manage theatre facilities, safety, maintenance, and long-term improvement planning in partnership with the Board.

Other Duties

- Perform additional responsibilities as assigned by the Board of Directors.

QUALIFICATIONS:

- Bachelor's degree or 5+ years of nonprofit, business, or marketing experience preferred.
- Excellent written, verbal, and public speaking abilities
- Strong organizational, interpersonal, and communication skills, with a proven ability to supervise staff and volunteers and work collaboratively with a Board of Directors.
- Demonstrated success in fundraising, donor relations, and sponsorship development.
- Proficiency in Microsoft Office Suite, QuickBooks, database management, and social media platforms with the ability to quickly learn new tools.
- Commitment to ongoing professional development and willingness to grow within the role.

To apply, please submit a cover letter and resume to support@wholebackstage.com. Applications will be reviewed as they are received, and priority will be given to early applicants with a goal to have the position filled at the beginning of 2026.