

## Qualifications – Education/Experience

Possess a Bachelor's Degree from an accredited college or university and have seven years of relevant experience to the assignment or a Master's degree from an accredited college or university and have one year of formal training, internship or leadership experience related to the administrative assignment and five years of relevant experience in a position closely related to this assignment.

Must be able to demonstrate sensitivity to and understanding of the broad, diverse community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

## Qualifications – Preferred

The chosen candidate will demonstrate strong artistic, leadership and fundraising abilities and exhibit effective organizational and outstanding interpersonal skills – including a track record for leading, managing and developing a team, a firm understanding of management processes, and proactive community building skills. He or she should have a strong interest in and passion for developing collaborative working relationships between the organization, its artists and local constituents.

The ideal candidate will also:

- Have a strong commitment to and understanding of artistic excellence, with a minimum of ten years of experience (including at least five years in a leadership role) with complex performing arts organizations.
- Be a dynamic leader who demonstrates the passion, motivation and vision required to accomplish the mission of the company.
- Demonstrate the ability to provide quality programming that spans classical, jazz, world, and popular music, dance, theater, film and spoken



word programs within budget.

- Demonstrate an interest in helping to create and support new artistic work.
- Demonstrate successful fundraising ability including foundation, corporate and individual solicitation.
- Have a strong commitment to interactive arts education and community outreach and an understanding of how to successfully integrate such projects with the other activities of The Broad Stage.
- Have strong leadership and communication skills, including a clear ability to encourage and energize staff, peers, artists, donors and audiences.

### Skills, Knowledge, and Abilities:

- Proven ability to establish local/regional partnerships with educational, governmental and non-profit institutions and organizations.
- Proven ability to implement a development plan and supervise alternative funding sources such as gifts and grants.
- Demonstrated ability to communicate effectively.

## The Application Process

All applications must be complete and submitted online by 11:59 pm PT on April 20, 2015 at [https://jobs.smc.edu/applicants/jsp/shared/Welcome\\_css.jsp](https://jobs.smc.edu/applicants/jsp/shared/Welcome_css.jsp)

Application documents must include:

- A completed District application;
- Brief cover letter describing interest, relevant qualifications and experience;
- A detailed resume of professional experience including salary history, name and contact information for a minimum of three (3) references.

**Qualified candidates are encouraged to contact:**

**Len Alexander, at [MCAWall2@gmail.com](mailto:MCAWall2@gmail.com)**

## General Information

For additional information regarding this position, including benefits, compensation and salary schedules, please go to <http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/default.aspx>.

## EEO Statement

The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3120 (EEO) may be accessed at: <http://www.smc.edu/ACG/BoardofTrustees/Pages/Board-Policy-Manual.aspx>

## Accommodation

Candidates with legally-defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources.



Santa Monica College  
1900 Pico Boulevard  
Santa Monica, CA 90405

For questions or assistance, contact:  
Office of Human Resources  
Tel: 310.434.4415  
Hours: M-F 8:00am—5:00pm PT  
[www.smc.edu](http://www.smc.edu)

## Santa Monica College

### Position Announcement

## Executive Director Performing Arts Center

### \$125,728— \$145,755

Applications accepted online  
March 6 — April 20, 2015

An Equal Employment Opportunity  
Employer



Changing Lives in the Global Community  
through  
Excellence in Education

**Changing Lives in the  
Global Community through  
Excellence in Education**



**VISION**



## The District

Santa Monica Community College District is a single campus district composed of a main campus and five satellite campuses located in the City of Santa Monica, County of Los Angeles.

The District is governed by a seven member Board of Trustees, elected at large, and a student trustee, and serves the entire Los Angeles Metropolitan area.

## Vision Statement

Santa Monica College will be a leader and innovator in learning and achievement.

As a community committed to open dialog and the free exchange of ideas, Santa Monica College will foster its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness and sustainability.

## The Position - Executive Director, Performing Arts Center

The Executive Director provides creative and innovative leadership for the continued enhancement of The Broad Stage's facilities and programs. She or he will be responsible for setting and implementing an artistic, educational, and operational vision that places the Broad at the forefront of West Coast performance spaces.

The Executive Director must be able to work effectively with a multitude of constituencies both on-campus and off. She or he must be not only an expert arts manager but also adept at seeking and building partnerships, generating widespread community support, including contributed income, and actively seeking ways to advance The Broad Stage's artistic, public service and education goals.

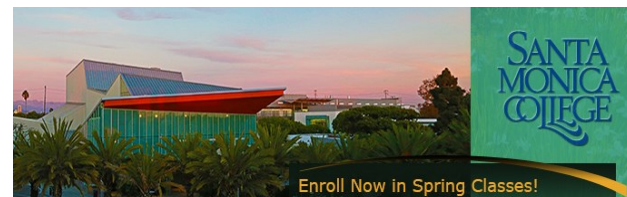
Reporting to the President of Santa Monica College and The Broad Stage Board of Directors, the Executive Director exercises overall responsibility for the programming, operation and financial performance of the company and works closely with the management team to maintain excellence in all areas. In order to create experiences that can truly change lives, the Executive Director must create and maintain an operation that provides the highest possible level of service to both artists and audiences. She or he must be able to establish excellence in all aspects of a performance—before, during, and after—in order to optimize the ability of the artist to perform and the audience to appreciate the performance. Operations in ticketing, production, marketing, fundraising, administration, and patron services all play a critical role in achieving the goal of transforming people through the arts.

## Primary Duties & Responsibilities

- Devise programming that continues The Broad Stage's tradition of artistic and intellectual excellence while maintaining a diverse and fiscally sound program mix.
- Develop and implement strategic plans and programs that attract audiences from Santa Monica and the larger Los Angeles area community.
- Oversee The Broad Stage's operations to ensure world-class experiences for both artists and audiences.
- Direct the creation of, and help to carry out, fundraising strategies that support the overall work of The Broad Stage and its programs.
- Create strategic partnerships and innovative initiatives with local, national and international artists and performance ensembles.
- Manage the continued development of ground-breaking arts education programs and professional development opportunities for educators.
- Oversee the establishment of short and long-term operating budgets and business plans.
- Operate The Broad Stage and its programs within a balanced budget and within the College's financial guidelines.
- Supervise the formulation and administration of marketing strategies for the presenting program.
- Administer the recruitment, training, supervision and evaluation of senior staff as required.
- Represent The Broad Stage and its programs to the community and to performing arts industry groups, both locally and nationally.
- Provides guidance, direction and participates with policy formulation and recommendations in accordance with applicable laws and regulations.

## Global Connectivity

Santa Monica College is nestled within one of the most ethnically and socially diverse regions of our country. The student body reflects this diversity on a global scale. As a two-year higher educational institution, SMC is committed in an on-going effort for employees to reflect the diversity of the students and communities served by this unique College.



***Santa Monica College is committed to the principles of equal employment opportunity regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with Federal, state and local regulations.***

***Investing in Santa Monica College is  
Investing in the Future***