



LexArts is a catalyst for creating a progressive and innovative community inspired by the arts.

Job Description	General Manager
Reports To	President & CEO
Management Teams	Downtown Arts Center, Operations, Community Arts Management, Development
Direct Reports	Box Office Manager, Technical Director
Employee Status	Full-time, permanent
Salary Range	\$35,000 – 45,000
Requirements	Undergraduate degree; relevant experience considered; experience with theater management and administration preferred.

Position Overview

The General Manager (GM) manages the Downtown Arts Center (DAC), a robust and active arts center for the creation, production and presentation of innovative, high-quality arts experiences in theater, dance, spoken word, music, the visual arts and the media arts. The GM also facilitates the presentation of performances at ArtsPlace and other venues under the aegis of LexArts. The GM builds awareness of the possibilities and opportunities afforded by presenting work at the DAC and other LexArts venues, making them both accessible and desirable to local artists and local arts groups. By developing, attracting and presenting quality programming and artists, the GM plays a crucial role in growing audiences.

Mission Statement

LexArts promotes high-quality arts experiences for the benefit of all the people in Central Kentucky through funding, advocacy, technical assistance, communication and programming initiatives.

About LexArts

LexArts is a non-profit community organization that works for the development of a strong and vibrant arts community as a means of enhancing the quality of life in Central Kentucky. LexArts provides a wide range of programs designed to integrate the arts into our daily lives, including *Gallery Hop*, *LexArts Weekend* and *public art projects*. Through its annual *Campaign for the Arts*, LexArts has raised millions of dollars in support of local arts. In turn, LexArts underwrites the operating expenses for a variety of beneficiary organizations, offers affordable exhibition and performance space for

eligible organizations, and provides competitive grants for community outreach projects.

How Does the General Manager Help LexArts Achieve its Mission?

- The development, implementation and refinement of a new business plan for the DAC and other LexArts venues establishes LexArts more solidly as a facilitator and as a presenting entity, and provides new, high-quality arts experiences for our community.
- The GM maintains open communications with the President & CEO, staff, Board and the arts community (locally, regionally and nationally) that lead to innovative, effective programming serving the arts-savvy public and attracting new and/or underserved audiences to the arts.
- The expert management and administration of quality arts programs and services enhances LexArts' ability to generate greater public and financial support for the arts.
- The GM, working closely with the President & CEO, Board and staff, develops an integrated strategy for LexArts' growth as a presenting entity.
- The GM recommends short- and long-term goals, priorities and timetables, regularly evaluates programming success, and consistently reviews programming and facilities and technical operations to ensure the efficient and effective delivery of programs and services.

Specific Responsibilities

- **Management and Administration:**
 - General Oversight of the Physical Plant: Working with the relevant technical and administrative staff, ensures that building, theatrical and technical systems are maintained, upgraded or purchased as necessary, and fully functional order to better serve the artists and the public.
 - Human Resources: Effectively recruits, hires, manages, mentors and retains staff.
 - Contract Management: Ensures that artist contracts and service contracts are in place, and that all work or services performed are in compliance with contract requirements and specifications, including all financial payments due to LexArts or to the artist.
 - Policies and Procedures: Develops, implements and refines policies and procedures for the management of programming and rental needs.
 - Finances: Develops the annual programming budget and budgets for specific programs and presentations, and monitors expenditures.
- **Programming:** Under the direction and guidance of the President & CEO, develops, plans, produces and promotes vital, innovative and risk-taking programs that present a range of arts experiences to diverse and varied audiences.
 - Communications and External Relations: Takes an active role in public relations and marketing for the program, including the creation of promotional materials, coordinating closely with LexArts' staff on priorities and opportunities for joint promotion.
 - Assessment: Evaluates each program annually, refining successful programs and reconsidering or strengthening those that are less successful.

- Presenting Series: Cultivates an artistically coherent annual presenting series, seeking out “the best” local and national artists and companies.
- Fundraising: Works with the LexArts Development Team to identify and cultivate new funding or sponsorship relationships; may assist in the development of proposals and reporting to funders.

Required Work/Life Experience and Skills

- Bachelor's degree; masters degree a plus. Will consider as equivalent 5 years of relevant experience in theater and/or arts center management.
- Organized self-starter who works with ease in a team environment.
- Ability to work cooperatively and collaboratively with arts management at various venues in Kentucky.
- Strong entrepreneurial tendencies and the ability to translate strategy into tactical realities.
- Superior management and administrative skills: ability to inspire, motivate, influence, engage and create a culture of distributed leadership – knows when decisive actions are required and results must be delivered.
- Excellent people skills, developing, maintaining and deepening strong internal and external working relationships.
- Communications, listening and presentation skills must be superb, understanding the audience and operating with a sense of respect and collegiality in all matters.
- Highly intelligent, with strong analytic skills plus ability to quickly come up to speed.
- Knows when to push, when to pull back and remains grounded in the face of demands.
- Has a passion for LexArts' mission.

Indicators of Success

- LexArts will be viewed as a leader and catalyst for facilitating and presenting quality arts programs, with locally, regionally and nationally recognized artist participants and diverse audiences.
- LexArts will be considered more vital and responsive to the needs of the public (both the arts-savvy and underserved audiences) and to the creative community.
- The Downtown Arts Center will be branded as a distinctive program of LexArts. The DAC will focus on the presentation of works in process, and intimate theater and performance; it will be innovative and embrace the development of artists and audiences.
- LexArts is viewed as a facilitator, enabler and nurturer.

Salary and Benefits

- A competitive salary, based on skills and experience.
- Health & Dental Care package – available after initial employment period.
- Group term life insurance – available after initial employment period.
- 403 (b) Plan – available after initial employment period.
- Paid vacations – available after initial employment period.
- Paid holidays.
- Free parking.