

## **Executive Director, BATS Improv – position open!**

Looking for a cool new job? Can you think big thoughts, manage details, and lead with passion, poise and a sense of humor? Want to put your management talent to work for the Bay Area's best improvisational theatre company? We have the job for you! Our executive director position is available. Compensation range is \$60,000-80,000, depending on experience. If we've piqued your interest, please read on.

BATS Improv is looking for a dynamic, passionate person to lead its business strategy and operations, and ensure continued delivery of existing and new performance and school programs. As executive director, you'll manage a team of full (one) and part-time (many) staff, collaborate with our professional company of actors as well as our student community, and partner with the board of directors to execute the BATS mission to perform, teach, develop and promote improvisational theatre.

The job responsibilities include overseeing all programs, managing all top-level staff and job functions, and fostering an environment that maximizes employee growth and retention. Our office environment is casual, flexible, irreverent, collaborative, collegial, sometimes sarcastic, always supportive, and definitely fun. You'll own financial management, reporting program performance to the board, developing strategies to ensure ongoing financial health, and managing our budget (\$640k). A primary focus of yours will be fundraising – everything from securing grants and sponsors to growing our individual donor base.

Ideally you will have the following qualifications:

- 5+ years in management positions, preferably for non-profit organizations
- Proven success in resource development and fundraising
- Deep passion for the performing arts and improv; improvisational theatre experience preferred
- Business development, partnership and marketing skills
- Strong organizational skills
- Ability to support, develop and manage a team of highly intelligent, creative, capable and independent staff members
- Consensus building and decision making acumen that balances ideas from several constituent groups, yet still moves decisions forward
- Demonstrated capacity for developing and understanding strategy and planning
- Ability to thrive in a rapidly changing environment
- Comfort with and awareness of web technologies and strong computer skills (word processing, databases, spreadsheets and web applications)
- Experience managing a complex budget of at least \$400,000
- Excellent communication skills (written, oral, interpersonal)
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This position reports to the Board of Directors. The compensation range is \$60,000-80,000 (depends on experience) and includes health insurance reimbursement, two weeks vacation, and sick leave.

ABOUT BATS IMPROV:

BATS Improv, a non-profit education and performance theatre company, has entertained Bay Area audiences since 1986. Our unique style of acting-based improvisational theatre has made BATS the Bay Area's largest improv theatre company and school and is a benchmark for improv all over the world. BATS was named the Bay Area's "Best Theatre Company" in the 2007 SF Bay Guardian annual reader's poll (our 11<sup>th</sup> recognition) and is the recipient of numerous other honors including "Best Improv Company," "Best Comedy Troupe," and "Best First Date Spot."

BATS takes its inspiration from the work of Theatresports creator Keith Johnstone and from San Francisco's own tradition of experimental improvisation. With an emphasis on collaborative story-telling, BATS stands out from the average "comedy improv" seen in bars and on television - BATS continuously pushes the envelope, exploring both short and long-form improv theatre.

BATS is in residence at the 200-seat Bayfront Theater at historic Fort Mason Center in San Francisco and performs year round. BATS performances reach more than 12,000 audience members each year and its workshops attract 1,200 enrollments annually.

BATS runs a year-round schedule of performances, the largest school of improvisational acting workshops in the Bay Area, a successful corporate training program, arts education offerings in schools, and a volunteer-led program of workshops for people living with chronic, life-threatening illness.

BATS has an annual budget of \$640,000 and a staff of two full-time and 28 part-time employees. More information is available at [www.improv.org](http://www.improv.org).

#### APPLICATION PROCESS:

E-mail a cover letter and resume.

To Executive Director Search Committee at [bats@improv.org](mailto:bats@improv.org).

Include subject line: "[your name] – Executive Director Application"

In your cover letter, indicate your theatre management experience and why you think you might be a good fit for the executive director position. If the search committee is interested in an interview with you, they will contact you. No phone calls, please.

Application Deadline: applications will be accepted until a qualified candidate is found.

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