

KC Fringe Festival Executive Director

KC Fringe connects adventurous artists with adventurous audiences by creating open, supportive forums for free and diverse expression. Through our summer festival and dynamic programs, Fringe is an artistic disruptor for local and touring artists to take bold risks, develop new ideas, and hoist themselves to the next rung of their artistic ladder. Our Festival has distributed more than \$750,000 to artists and venues over the last 17 years

Fringe seeks a creative, dynamic leader to assume the role of Executive Director. As the chief executive officer of the organization, this person is responsible for the management and execution of the annual performing arts festival and development of the organization's year-round work to strengthen and build relationships within KC's vibrant arts community. Their primary purpose is to produce a successful KC Fringe Festival that serves artists, entertains audiences, and has a positive impact on the citizens of our region. This person will lead the management of all staff, finances, development, resource allocation and external relations such that the organization remains sustainable and reputable.

All are welcome to apply. KC Fringe is committed to fostering a diverse and inclusive workforce and environment for all members of our staff and board, and for all our artists, volunteers, subcontractors, vendors, and patrons. We strongly encourage BIPOC individuals, LGBTQIA+ individuals, people with disabilities, and veterans to apply. All qualified applicants will receive consideration for employment and will be notified of their application status within a reasonable time frame.

KC Fringe does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

Responsibilities

Tasks may include but are not limited to:

- Hires and manages all staff
- Corporate legal and financial oversight
- Liaison to the Board of Directors and its Committees
- Strategic planning and program development
- Resource Development
- Production oversight
- Artist, venue, and sponsor relations
- Marketing and public relations oversight

Structure

The Executive Director reports to the Board of Directors and supervises year-round staff directly including: Office Manager, Program Manager, Development Director & Grant Writer, Marketing & Communications Director, Technical Directors, Education Coordinator and Volunteer Coordinator and Website Contractor as well as other positions as needed. The Executive Director is expected to work with all board committees, artists, venues, media, advertisers, vendors, granters, sponsors, donors, and patrons. The Executive Director is reviewed annually and evaluated on performance related to organizational management, strategic thinking, and organizational values.

Executive Director

Qualifications

The successful candidate will have an assortment of the following (or equivalent) skills:

- Enthusiasm for the mission of KC Fringe and the communities served;
- Agility & flexibility to meet ever-changing demands in a fast-paced organization;
- Ability to self-motivate and work on projects independently;
- Strong leadership and collaborative skills;
- Enthusiasm to learn new systems, contribute ideas, and problem solve;
- Knowledge and/or interest in theatre, the arts, or event management;
- Results-oriented strategic thinking and ability to identify and complete detail-oriented activities to move a Big Idea forward.

Candidates will be more likely to succeed in this role if they have:

- Business and/or arts administration degree (Bachelors or Masters) and/or a total of 5+ years of experience in nonprofit senior leadership that includes festival or theater production, budget management, office administration, staff management, development, promotion, and media relations;
- Transparent and high integrity leadership skills with a commitment to quality programs and data-driven evaluation;
- Willingness to oversee and collaborate with staff in an egalitarian, non-hierarchical culture;
- Strong written and verbal communication skills;
- Demonstrated ability to secure grants, build relationships with individual donors, and success in improving financial results;
- High level strategic thinking, planning, and execution with the ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors;
- Excellence in organizational management with acumen in financial management, budget preparation, analysis, decision making, general accounting, and reporting
- Familiarity with systems and softwares such as QuickBooks, PayPal, Constant Contact, Square, Salesforce and Smartsheets;
- Past success working with a Board of Directors with the ability to cultivate existing and new board member relationships;
- Desire to uphold the organization's commitment to equality, diversity, and inclusion in all programming, fundraising, and communications activities.

Time Commitment/Compensation

- This is a year-round, salaried position with a flexible schedule and a seasonal cycle that requires staff to be present throughout the majority of summer and on call during the height of festival season (June 1 - August 15) each year.
- KC Fringe staff work ~11 total months per year on salary with a hiatus after the festival season ends (late August), an annual office shut-down in December, plus an additional 5 paid holidays per year.
- Salary for this position is \$40,000 - \$50,000 DOQ.
- Medical, dental, and retirement benefits are negotiable.

To apply for this position, submit your resume and a cover letter Attn: Search Committee, by **November 8** to searchcommittee@kcf fringe.org or by mail to KC Fringe, PO Box 415001, Kansas City, MO 64141-5001

KC Fringe Festival

Our Mission

The mission of KC Fringe Festival is to attract diverse people, nurture artists, and strengthen Kansas City economically through producing educational, cultural, accessible, and affordable events that connect audiences, artists, businesses, and civic organizations.

Our Vision

The vision of KC Fringe Festival is vital to our city and region: to create community, encourage creative self-expression, and to connect local, professional, and emerging artists with audiences. This weaving together of creativity and business boosts the KC economy and connects people from across the metro area. Our events help neighborhood arts organizations build audiences, businesses attract new customers and artists forge new collaborations. KC Fringe is helping to establish Kansas City as a major destination for arts enthusiasts..

Inclusivity Statement

KC Fringe Festival is committed to provide a respectful, safe environment free from harassment, violence, discrimination, bullying, and abuse. We will not tolerate participation in activities or behaviors that discriminate on the grounds of race, gender, age, marital status, religious beliefs, citizenship, mental and physical abilities or sexual orientation.

We provide opportunities for everyone to contribute and participate in all events and activities whenever possible and all community members are to be treated with respect and dignity.

We seek to expand our reach to fight against injustices and become a more welcoming and equitable place for everyone to enjoy the performing arts.