



Position: Executive Director Job Description
Located at 106 East B Street, Iron Mountain, MI 49801

Organizational Background and Framework:

Friends of the Braumart (FOTB) is a non-profit 501 (c) (3) organization with over 400 members from 10 states. FOTB was founded in 2007 as a theater redevelopment organization with specific goals of purchasing, renovating and managing the historic 400 seat Braumart Theater. The primary mission is to develop the historic Braumart into a dynamic cultural center, which embraces all arts and artists. The goal is to provide cultural, educational, and economic stimulus of the arts for the area, while providing a social and cultural gathering space.

The organization is a partner/member of The League of Historic American Theaters, Iron Mountain Main Street/DDA, Dickinson Area Partnership and Great Lakes Center for Youth Development.

In February 2016 The Braumart building was purchased and is being managed by FOTB. FOTB is looking for an Executive Director to oversee the management and operational aspect of the historic Braumart building

Major Responsibilities to the Braumart, Committee and the Community

The Executive Director (ED) is responsible for providing the leadership, vision, fundraising and management needed to enable The Braumart to achieve its public service mission – inspiring, entertaining and educating the community through art and culture while preserving our historic landmark building. Strong communications, fundraising, community relations, management, marketing, financial and team-building skills are required. The ED reports to the Board of Directors.

Direct Duties:

1. Manage the day-to-day operations to ensure the maintenance and preservation of The Braumart historic building.
2. In cooperation with FOTB Board of Directors, develop and execute goals and objectives for The Braumart
3. Promote an effective culture for The Braumart with a strong emphasis on “The Braumart Experience” that embraces excellent service for its "customers" who include its audiences, renters, performers and donors.
4. Represent The Braumart to the community, including but not limited to, business, civic, financial and non-profits.
5. Plan and implement marketing budget and programs to promote The Braumart activities.
6. Oversee event productions including booking, contracts, sales, artists, etc.
7. Coordinate organizational planning and communication between Executive Director, FOTB Board and staff.
8. With input of the FOTB Board President, coordinate, schedule, and disseminate agendas, packets and information related to Board of Directors meetings and other committee meetings
9. Develop annual operating and capital budgets for The Braumart and monitor progress toward meeting organizational and budgetary goals.
10. Fundraising activities which includes but is not limited to developing and maintaining relationships with local businesses who will provide on-going financial and in-kind support, developing and maintaining relationships with major private donors and managing the development of and relationship with on-going supporters.
11. Other duties as assigned.



Qualifications:

Education: Bachelor's degree (or equivalent) in a related field is preferred or experience in lieu of degree
Facility management of historic building experience preferred
Event management experience
Proven organizational, fundraising and management ability
Strong and effective public relations skills
Experience with development of annual operating and capital budgets
Effective oral and written communication skills
Experience and proven success with the use of social media
Computer proficiency. i.e. e-mail, word processing, spreadsheet development and maintenance, customer relationship management tools, website maintenance, etc. preferred

Physical Requirements:

Must be able to occasionally lift and/or move up to 30 pounds
Must be able to ascend and descend stairs
Must be able to stand and/or walk up to two hours at a time
Must be able to work at heights of up to 10 feet
Must be able to safely utilize a ladder
Will occasionally work near moving mechanical devices and occasionally in outside weather
Use of hand tools
The employee is required to be able to reach with hands and arms, stoop, kneel and crouch

Environmental:

Will work with cleaning chemicals
Exposure to dust and other irritants

Salary:

This position is voluntary for a period of three to six months. As the operation of the theater is still in its early stage, it is the expectation that the Executive Director will manage the organization to a point of self-sustainment which includes the ability to support a salary and potentially benefits. After this initial volunteer period, successful review along with reaching a self-sustaining state the position will become a paid position.

Application Procedure:

Send letter and resume as .pdf file to braumartjob@gmail.com. Must be received by May 1, 2017.