



Job Description

Job Title: Interim-Part-Time Executive Secretary-Treasurer

Reports to: Little Theatre of Owatonna Board of Directors

Summary:

This position is primarily responsible for the business operations of Little Theatre of Owatonna (LTO). This includes financial operations, communication to patrons and board as well as professional organizations and publishers, overseeing day-to-day operations of the Theatre. They are the key liaison between the productions, their staff, and the LTO Board of Directors.

Essential Duties and Responsibilities:

Core duties and responsibilities include the following. Other duties may be assigned.

- **Bookkeeping** – This position is responsible for all finances including, but not limited to paying bills, invoicing clients, managing credit cards, as well as preparing financial reports for the LTO Board of Directors. – this is managed through Quick Books software.
- **Budgeting** – Works with the LTO Board to create an annual budget based on productions and activities.
- **Data Management** – Responsible for keeping track of our Patrons, Donors, Participants & Sponsors. This data is confidential and vital to the success of LTO. This will be mostly managed through our ticketing software Vendini.
- Working with Accountants to prepare **State and Federal Reporting**.
- **Funding** - Solicitation of Grants and other sources of funding such as capital campaign or to fund specific projects as needed.
- **LTO Box Office** oversees the volunteers – works closely with Vendini (or other ticketing software) to manage box office sales. Maintain the schedule of volunteers and their training for the LTO Box Office.
- **Volunteer Development** – works with committee to help ensure appropriate volunteers for the theatre and their appropriate training.
- **Facility Oversight** – Works with the Building Superintendent to keep the physical operations of the Theatre in check and working appropriately.
- **Marketing** of LTO productions and other events – works with volunteers, committee and contractors to communicate LTO's message to the appropriate audience.
- **Annual Appeal Campaign** – Helps to coordinate the annual appeal campaign with committee and appropriate vendors.
- **Collete Collection of Costumes** - Manages volunteers to oversee – cataloging items, establishing and maintaining the records of rentals and fees collected.
- **Season Line up** – works with the Play Selection Committee to help establish the next year's season, subject to LTO Board approval.
- **City of Owatonna** – serves as the liaison between LTO and the City.

- **Scholarship Committee Resource** – Serve as a resource to the Scholarship committee, helping to collect applications, distribute them appropriately.
- **Insurance** – works with the LTO Board to secure quotes for insurance and communicates with our insurance provider.
- **Recordkeeping/Historian** – is responsible for maintaining records of LTO and securing the history of the organization.
- **Professional Relationships** – with our associations (ie: American Association of Community Theatres, MACT, MN Citizens for the Arts, MN Theatre Alliance, SE MN Arts Council, etc.)
- **Theatrical Publisher Relationships** – is responsible for communication with the Theatrical Publishing resources (ie: Samuel French, MTI, etc.) to secure rights for productions.

Supervisory Responsibilities:

See listing above, this person is responsible for helping to supervise and develop our volunteer teams & committees.

Competencies:

To perform this job successfully and individual should demonstrate the following competencies:

Interpersonal

- Customer service skills to work with our patrons, helping them with their needs.
- Problem solving skills – have the ability to effectively problem solve situations that may arise.
- Analytical – Intellectual skills to collect and research information to help design effective work flows, procedures or solutions to situations that may come up.
- Management skills – have the ability and skill to oversee volunteers helping them to achieve their highest success.
- Oral and written communication skills- must be able to effectively communicate with others.
- Teamwork – has the ability to balance team and individual responsibilities. Exhibits objectivity and openness to others’ views; gives welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; Supports everyone’s efforts to succeed.

Leadership:

- Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.
- Delegation – Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.
- Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- Quality Management – looks for ways to improve and promote quality; Demonstrates Accuracy and thoroughness.

Organization

- Business Acumen – understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

- Cost Consciousness – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.
- Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment free environment; builds a diverse volunteer base.
- Ethics – treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational Support – follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- Strategic Thinking – develops strategies to achieve organizational goals; understands organization’s strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Self-Management

- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** One-year certificate from college or technical school; or one to three years related experience and/or training; or equivalent combination of education and experience in theatre or theatre management.
- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to board, patrons and other team members of LTO.
- **Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's ability to perform these operations using units of American money and weight measurements, volume, and distance.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed written or oral instructions.
- **Computer Skills:** Must be able to work with Microsoft Office Suite, Quick Books, Outlook, & web browser – efficiently and effectively.

Physical Demands

- Can lift up to 40 lbs on occasion.
- Due to the nature of this position and the physical structure of the building navigation of stairs will be required.
- Ability to work evenings and weekends as needed.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.