

Position: Executive Director / President, National Theatre of the Deaf (NTD)

Duties:

- Serve as a chief executive officer, reporting to the Board of Trustees.
- Manage and supervise various activities of the NTD as a 501 (c) 3 corporation consistent with the mission of the NTD.
- Supervise staff and contractors in the areas of theatrical productions and touring, development, fundraising, public relations, public awareness and marketing.
- Monitor trends and developments in theatrical community to maintain relevance of productions and educational materials.
- Monitor developments in the Deaf community and its relationship to the Hearing community to ensure that productions serve goals of awareness, cultural enrichment and inclusiveness.
- Maintain, foster, and enhance relationships with key constituencies, including schools and colleges serving Deaf and Hard-of-Hearing children and adults, Deaf educators, U.S. Department of Education, National Endowment for the Arts, foundations, corporate supporters and major donors.
- Ensure timely filing of reports and grant applications.
- Maintain financial accountability for all funds.
- Ensure compliance with 501 (c) 3 of Federal Tax Code and other statutory requirements for non-profit organizations.
- Coordinate scheduling and logistics of the Board meetings.
- Attend all regular and special meetings of the Board.
- Report to the Board regarding operations and activities.
- Other duties as determined / assigned by the Board of Trustees.

Qualifications:

- Possession of a BA / MA degree.
- Minimum of 5 years of experience in leadership / management role.
- Experience in theatre and / or theatre management preferred.
- Experience in working with Deaf individuals desirable.
- Knowledge of / experience in fundraising and preparation of grant proposals.
- Strong interpersonal skills.
- Sign language skills preferred or willingness to learn.

Deadline: June 15, 2007

Inquiries / Application with resume and three letters of reference to:

Dr. Harvey Corson, Chair
Search Committee
National Theatre of the Deaf
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West Hartford, CT 06107
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