



**Managing Director**  
Palm Arts, Inc.  
Telluride, Colorado

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## ABOUT PALM ARTS

Palm Arts, recognized as a 501(c)(3) in 2009, manages the performing arts complex located in the Telluride Middle School/High School campus and operates a successful after-school and summer dance program. The complex encompasses a 650-seat auditorium, an 1800-square foot black box theater, a 1300-square foot dance studio and additional smaller spaces. Serving the needs of the Telluride School District and the Telluride community, the Palm Arts facilities are a heavily utilized asset, providing performance spaces and performance/educational opportunities year-round. All activities are tied to our mission:

*Palm Arts enriches and expands the educational, performing arts', and cultural opportunities of the Telluride community through innovative programming and dance instruction and serves as a creative crossroads for our area partners.*

## POSITION AND RESPONSIBILITIES

The Managing Director will:

- Be the chief operating officer of Palm Arts, Inc., reporting to the Palm Arts Board of Directors, and responsible for managing all aspects of the organization;
- Provide creative and innovative leadership for the continued development and implementation of Palm Arts activities consistent with its mission;
- Work with the Telluride School District, local non-profits and others to ensure that: their use of the facilities showcases a wide range of performance activities; they can successfully market their use of the space; they can sustain the development of diverse and expanding audiences; they can enhance their artistic product; and they can utilize the facilities to strengthen their individual operations and increase their visibility in the community;
- Take a leadership role in developing and acquiring the long-term and annual funding resources required to sustain the organization and its operations;
- Research, identify and engage appropriate artists and ensembles to be presented as booked-in attractions in furtherance of the organization's service to its mission and the local community. Develop and maintain industry contacts to help facilitate this work.
- Prepare annual operating and capital budgets, maintain appropriate information systems and financial controls
- Manage the staffing and oversee the inventory and assets needed to operate in a sound manner;
- Effectively represent the organization to the region's artistic, political, business, and social constituencies and maintain vigorous community support for Palm Arts and its activities; maintain relationships with foundations and local, state, and national agencies concerned with the performing arts and education.

## QUALIFICATIONS

The chosen candidate will have a minimum of three years' experience in a not-for-profit organization, preferably a performing arts center or other presenting environment. The position requires a proven ability to successfully manage a performing arts facility, to select programming for community audiences, to cultivate community partnerships, and to guide and inspire board members and staff. The desired candidate will demonstrate strong business acumen and will exhibit highly effective organizational skills, solid interpersonal skills, including a track record for leading, managing and developing a team/staff, as well as a firm understanding of management processes and proactive community building skills. The successful candidate will also:

- Have a track record of successful experience in a senior leadership position in the performing arts;
- Be an entrepreneurial leader who demonstrates the passion, motivation, and vision required to accomplish the mission of Palm Arts while helping local performing groups to realize their potential as users of the theatre;
- Have significant experience, skill, and personal enthusiasm for fundraising to provide leadership and direction for the contributed and sponsorship income needs of the organization;
- Exhibit strong management, financial, inter-personal, and communications skills;
- Be a sensitive, thoughtful, and assertive leader; capable of understanding and supporting the needs and expectations of staff, artists, the Telluride School District, community-based user groups and supporters; and, be especially effective as a diplomat and decision-maker helping to guide the organization's successful articulation of its mission and implementation of clear and effective operational and programming policies;
- Have a strong commitment to education and community outreach and an understanding of how to successfully integrate such projects as part of the organization's mission within the community;
- Have a professional, mature and confident presence and image, excellent written and verbal skills, and the ability to relate well to community, corporate, and governmental leaders.

## BENEFITS AND COMPENSATION

Health Reimbursement Arrangement, IRA match, Tuition Assistance (dance), three weeks paid vacation in addition to health, personal and professional PTO.

Salary Range: \$75,000-\$82,000 depending on experience

*In compliance with Colorado's Equal Pay for Equal Work Act (EPEWA) we are disclosing the compensation for this position. Factors that may be used to determine your actual salary may include your specific skills, years of experience in this field and, in comparison to other employees already in this role. A potential new employee's salary history will not be used in a compensation decision.*

## PROCEDURE FOR APPLICATION:

Please submit resume, three work-related references and a brief cover letter describing interest, relevant qualifications, and experience to Palm Arts' board president Jonathan Abram ([ja3501@gmail.com](mailto:ja3501@gmail.com)) and Palm Arts Managing Director, Kathy Jepson ([kjepson@telluridepalm.com](mailto:kjepson@telluridepalm.com)). Palm Arts is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, marital status or status as a US Veteran.