



Job Posting – Executive Director

Hubbard Hall Center for the Arts and Education is a thriving arts center in Cambridge, New York dedicated to developing, promoting, and sustaining the cultural life of our rural community. Hubbard Hall is seeking a full-time Executive Director with proven management and fundraising experience as well as the creative vision and skill set needed to leverage the power of the arts to enrich our community.

To Apply: Email a *single PDF file* containing a brief cover letter and your resume to margaret@hubbardhall.org. The file should be titled “[LastName] - HH ED Application.”

Hubbard Hall is a place of inspiration. Since 1878 Hubbard Hall has developed, produced, and presented theater, music, opera, dance, and the visual arts and in recent years has become a world-class development center for new work. Since 1977, Hubbard Hall’s current nonprofit has engaged thousands of artists, students, and audience members. As a training ground for both young and seasoned artists, Hubbard Hall continues to develop a new generation of artists and audiences while providing opportunities for individuals to take new risks and stretch beyond their comfort zone. Through classes in dance, theater, music, movement, visual arts, puppetry, creative writing, martial arts, yoga, and even gardening, Hubbard Hall gives students of all ages an opportunity to learn, collaborate, and thrive. Hubbard Hall's current operating budget is \$375,000.

We are also proud stewards of our historic campus, featuring a 19th century opera house and 3 rail yard buildings that have been converted into modern classrooms, performance space and soon to be artist housing. No matter the creative endeavor, our passion is to ensure that Hubbard Hall is a place where performing arts flourish. Where ideas, emotions and environment come together as a spark. Inspiring creativity. Inspiring risk-taking. Inspiring community spirit. Inspiring unforgettable performances.

About the Executive Director Position: The Executive Director (ED) provides leadership and management to the Hubbard Hall Center for the Arts and Education with direction and guidance from the Board of Directors. They ensure that the mission of the organization is being met efficiently, legally, ethically and sustainably. They will have overall strategic and operational responsibility for organizational development, program quality and expansion, fundraising, financial management, board development, campus oversight, staff and volunteer management and community relations. They communicate regularly with the Board of Directors through written reports, attendance at Board and Committee meetings and contact with individual Board members. This position allows for flexible scheduling but requires working evenings and weekends for events and certain meetings.

Competitive candidates will possess an artistic and creative spirit and believe deeply in the power of the arts to enhance communities, be able to envision the tremendous and varied potential for Hubbard Hall to enrich the lives of people in our region, and be able to communicate that vision to our stakeholders. They will be capable of managing the many-faceted daily aspects of operating a non-profit organization, while also planning for the long term through strategic development, program development, board and community development activities. They will have a strong demonstrated ability to successfully fundraise and expand the organization’s resources.

As a small organization Hubbard Hall does not currently have the resources to support a full time Executive Director and Artistic Director however Hubbard Hall will consider candidates who additionally possess qualifications of an Artistic Director and have the desire to develop and implement the Hall's artistic brand, performances, and programs. The ED will work with program staff and independent contractors to ensure high quality artistic programming and productions

Preferred Qualifications

- B.A. in a discipline related to the core programs of the organization. Experience in theater and the arts preferred.
- 5+ years of senior management experience in nonprofit management and development including fundraising, programming, operations and human resource management.
- A proven track record of effectively leading and developing strategies in a multi-faceted organization that has taken the organization to the next stage of growth.
- An unwavering commitment to high-quality programs and engaging the community.
- Excellent interpersonal, written, and verbal communication skills. Including a collaborative and inclusive management style.
- Knowledge of the principles and techniques of grant writing and administration, contract administration and negotiation, fiscal and organizational management, marketing and public relations.
- Past success working with a Board of Directors with the ability to support and engage board members.
- Ability to work effectively in collaboration with diverse groups of people.

Salary: \$55,000 - \$65,000/year commensurate with experience plus benefits and potential performance-based incentives. Benefits include health care, 3-4 weeks of paid time off and flexible scheduling including working remotely and on campus.

Hubbard Hall values diversity and inclusion in the workplace and is an equal opportunity employer to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

Applications will close - on April 15th, 2024.

Website: www.hubbardhall.org