

## **LINCOLN THEATRE CENTER FOUNDATION**

### **DIRECTOR OF OPERATIONS**

#### **POSITION SUMMARY**

The Director of Operations oversees the day-to-day administrative and front-of-house operations of the Lincoln Theatre, ensuring smooth and continuous functionality. This role also serves as a key liaison between the staff and the Board of Directors, providing timely communication regarding operational issues and needs.

This is a full-time, salaried position that reports to the President of the Board of Directors. Due to the nature of the theatre's activities, a flexible schedule is required.

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#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Oversee theatre operations, including staff management and daily functions.
- Identify capital needs and provide recommendations to the Board of Directors.
- Conduct research and gather information to keep the Board informed of significant operational matters.
- Manage Human Resources functions, including staff communications and feedback collection.
- Oversee public relations, membership activities, and event marketing, including newsletters, program guides, advertisements, press releases, and social media.
- Ensure the Lincoln Theatre Center website is updated and accessible to all patrons.
- Oversee donor and sponsor recognition, ensuring prompt acknowledgments and media updates.
- Ensure compliance with safety regulations, fire and health codes, liquor licensing, and ADA guidelines.
- Assist in aligning capital needs with budget planning and financial oversight.
- Support fundraising initiatives, including operational and capital revenue efforts.
- Represent the Lincoln Theatre at community and industry events.
- Assist the Finance Manager and Board Treasurer in preparing the annual foundation budget.
- Work with the President of the Board to prepare monthly meeting agendas and provide updates on theatre events and operational matters.
- Assist with the preparation and presentation of monthly and quarterly financial documents to the Board.

- Ensure timely processing of vendor invoices, approval of staff timecards, and tracking of billable staff services related to rental contracts.
  - Conduct annual updates of job descriptions and performance reviews for all staff, collaborating with finance leadership on salary adjustments and bonuses.
  - Uphold professional standards for all staff, referencing the Employee Handbook as a guide.
  - Supervise all foundation staff members and ensure efficient workflow.
  - Perform additional duties as assigned by the Board of Directors.
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### **IDEAL CANDIDATE ATTRIBUTES**

- Proven leadership experience in operations or management, preferably within the non-profit or performing arts sector.
  - Strong organizational, problem-solving, and multitasking skills.
  - Ability to communicate effectively with diverse stakeholders, including staff, Board members, patrons, and community partners.
  - Familiarity with budgeting, financial reporting, and HR management.
  - Proficiency in Microsoft Office Suite, marketing tools, and database management.
  - Commitment to fostering a collaborative, mission-driven work environment.
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### **ABOUT THE LINCOLN THEATRE**

The Lincoln Theatre is a beautifully restored, 480-seat vaudeville and silent movie theatre, built in 1926 and located in downtown Mount Vernon, Washington. Welcoming over 40,000 patrons annually, the theatre offers diverse programming and fosters strong community partnerships.

As a 501(c)(3) non-profit organization, the theatre is managed by the Lincoln Theatre Center Foundation in collaboration with its Board of Directors. Owned by the City of Mount Vernon, the Lincoln Theatre was placed on the National Register of Historic Places in 1989.

**Mission Statement:** The Lincoln Theatre aims to entertain, inform, and inspire our diverse community through cinema, live performances, and educational programs while preserving the theatre's historic integrity and heritage.