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CONSULTING GROUP

Flint Institute of Music
Vice President of Venue and Theatre Operations

Position Profile

August 2021

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About the Opportunity

The Vice President of Venue and Theatre Operations (VPVTO) is a newly-created role for the Flint Institute of Music (“the FIM”) located in Flint, Michigan, and is designed to unify its front and back of house operations and patron experience across its campus and beyond as it scales its work in the community and on multiple digital platforms. Activities include an exciting array of theatre, dance, music, and film programming, multi-disciplinary collaborations, education, and training programs. This role is responsible for the oversight of a wide spectrum of activities, including production and presentation planning and technical support, artist services, facility cleaning and maintenance, scheduling, rental sales and renter support, front of house/patron services, food service/concessions, and parking operations. As a member of the senior team, the VPVTO will serve as a thought partner and collaborator, fully participating in both seasonal and long-term planning.

The successful candidate will bring a strategic, tactical, and entrepreneurial mindset to the Division as well as to the FIM as a whole, demonstrating strong business management skills, a customer service orientation, and a knowledge of/background in theatre operations and venue management.

About the Flint Institute of Music

Flint Institute of Music (Flint, Michigan) changes lives through a lifelong continuum of world-class music, dance, and theatre. Since its founding in 1971, Flint Institute of Music has sought to bring the best in arts entertainment and education to Flint and the surrounding area. Comprised of the Flint Symphony Orchestra, Flint School of Performing Arts, and Flint Repertory Theatre, the FIM touches the lives of more than 300,000 individuals each year through concerts, performances, and lessons.

The Flint Symphony Orchestra is one of the finest orchestras of its size in the nation. Its rich 104-year history as a cultural icon in the community is a testament to the dedication to world-class performances from the musicians and Flint and Genesee County audiences alike. The Flint Symphony Orchestra has been performing under the baton of Maestro Enrique Diemecke for 31 years. Under Maestro Diemecke's unwavering musical integrity

and commitment to the community, the FSO has connected with audiences throughout southeast Michigan, delivering outstanding artistry and excellence.

The Flint School of Performing Arts (FSPA) is Michigan's largest community school of the arts and among the largest in the United States. The FSPA serves audiences of children, families, teens and adults of more than 3,500 students from 21 counties across mid-Michigan discover an amazing world of music, dance, and theatre in its state-of-the-art facility.

The Flint Repertory Theatre. is a professional, not- for-profit theatre in the heart of Flint, committed to providing the city and surrounding communities with highly imaginative, thought-provoking theatre that is challenging, entertaining, and inspiring for all ages. The Rep is a recipient of a 2018 National Theatre Grant from The American Theatre Wing awarded to innovative theatre companies making local impact across the nation by connecting their community to excellence in the performing arts.

Diversity, Equity, and Inclusion

The Flint Institute of Music and its programs, the Flint School of Performing Arts, Flint Repertory Theatre, and Flint Symphony Orchestra, in all matters related to employees, Board of Trustee members, committee and task force members or volunteers are guided by a set of principles.

The FIM ensures that all individuals are represented and treated fairly in the fulfillment of its mission, both in places of work and program delivery, without regards to race/ethnicity, national origin, age, physical or mental ability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizen status, genetic predisposition, marital status or relation.

The Board of Trustees and Executive Leadership team are undergoing an exciting organizational change with the recent consolidation of The James H. Whiting Auditorium and the Capitol Theatre. It sees this as an opportunity to prioritize, as essential, its work to build an organization that is diverse, equitable, and inclusive in hiring practices, volunteer leadership development, employee engagement and community programming, education, and outreach. Further, it believes that everyone at FIM should actively participate in this effort.

Flint Institute of Music's New Organizational Structure

Flint Institute of Music is integrating the operations of The James H. Whiting Auditorium, whose facilities, programs, and services promote and support the presentation of the best regional, national, and international performing artists, and the Capitol Theatre, a National Register of Historic Places landmark performance space, into its larger FIM organization, animating them with public programs. In tandem with this endeavor will be

the implementation of an organizational structure designed to fully integrate The Whiting and Capitol operations into those of FIM.

The Flint Institute of Music's new organizational structure is built on a bilateral foundation that includes a group of functional divisions: Central Administration, External Relations, and Venue & Theatre Operations. There is also a group of programming divisions with overarching artistic coordination: Flint School of the Performing Arts (FSPA) and Artistic & Community Programs. Each division represents a collection of complementary work areas brought together to improve efficiency, collaboration, and the achievement of shared goals. For example, the External Relations division includes all activities related to patron engagement (marketing, audience development, ticketing, and patron development).

To avoid the classic dilemma of divisions becoming organizational and cultural silos, FIM's new structure is designed to increase and encourage interdepartmental collaboration with the creation of the Artistic and Community Programs division to coordinate programming, presenting and producing activities across the FIM campus. Once the restructuring is fully implemented, the President and CEO will appoint cross-departmental Working Groups corresponding to FSPA, Whiting/FSO, Capitol Theatre, the Flint Rep, and Education, each chaired by a different staff member. The Working Groups will coordinate operating activity within their respective purviews.

About the Arts in Flint

The Flint Institute of Music is located within the Flint Cultural Center. Taken from a University of Michigan 2014 Report, "The Flint Cultural Center is one of the finest and most concentrated collections of major cultural assets in the Midwest. Located in Flint, Michigan, a former industrial community of roughly 100,000 residents [county population of roughly 450,000], the Cultural Center is a collection of eight institutions on a campus-like setting just east of Downtown Flint. While the campus does have some assets more commonly found in towns of this size such as a public library and a large performing arts venue, some of the campus' assets stand out as uniquely grand for a city of Flint's size. Despite the city being the seventh largest in Michigan, the campus is home to the state's second largest art museum, the Flint Institute of Arts, and the state's largest community arts school, the Flint School of Performing Arts (Flint Cultural Center Corporation, 2014). These outsized cultural assets stand as major opportunities on which to create economic development within the City of Flint."

Job Description

Key responsibilities include:

- Working collaboratively with the senior team to co-construct a holistic vision and comprehensive implementation plan for efficient and effective venue management and operations, audience services, and amenities (existing and yet to be developed)

in order to best serve the richly diverse Flint community as well as its programs and activities

- Leading the department heads/managers overseeing the following areas:
 - Scheduling
 - Rentals
 - Front of House
 - Capitol Café
 - Technical/Production
 - Artist Services
- Expanding digital content/streaming capacities at all facilities
- Overseeing and streamlining building operations of the theatres and related ancillary revenue streams such as rentals, parking, merchandise and concessions
- Expansion of technical and production capacities, in adherence with the IATSE union agreement (James H Whiting Auditorium and Capitol Theatre)
- Supervising the Assistant to the VP who will provide administrative support
- Capacity building and planning in the development of cross-campus programming
- Collaborating with Artistic and Community Programs on season planning and budget forecasting encompassing all campus-wide producing, presenting, education, and community engagement programming
- Managing the technical needs of FSPA, Whiting/FSO and Capitol Theatre presentations, Rep productions, and education events
- Liaising with External Affairs to coordinate front of house services for donors
- Ensuring community programming partnerships (e.g., in the Black Box space) are supported
- Working closely with Artistic and Community Programs to plan and implement outdoor events in conjunction with Capitol Theatre and Community Outreach programs (e.g., street closures, outdoor concessions)

Qualifications

Flint Institute of Music seeks a Vice President of Venue and Theatre Operations with:

- Strong interpersonal skills and an ability to work collaboratively and collegially within a complex performing arts organization while affecting and leading change where needed
- Experience overseeing multi-faceted operations and businesses in a fast-paced, public-serving institution
- Demonstrated success in juggling multiple projects and competing priorities across multiple teams with attention to detail
- Experience and success in advancing organizational diversity, inclusion, and equity strategies in a complex organization that includes a unionized workforce
- An ability to lead and develop staff members
- An ability to interact effectively with a board of directors with tact, diplomacy, and gravitas

A bachelor's degree is required for this position as is at least seven years of progressive leadership experience. Experience in an organization engaged in multi-venue operations and organizational growth is a plus.

Not sure you meet 100% of our qualifications? Research shows that men apply for jobs when they meet an average of 60% of the criteria. Yet, women and other people who are systematically marginalized tend to only apply if they meet every requirement. **If you believe that you could excel in this role, we encourage you to apply.**

We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. Whether you're new to arts & culture administration, returning to work after a gap in employment, simply looking to transition, or take the next step in your career path, we will be glad to have you on our radar.

Please use your cover letter to tell us about your interest in the arts & culture space and what you hope to bring to this role.

Compensation

Salary is commensurate with experience, with an approximate budget of \$110,000, as well as a competitive benefits package.

Application Instructions

The search for the Vice President of Venue and Theatre Operations is being conducted on behalf of the Flint Institute of Music by Tom O'Connor Consulting Group, a New York-based executive search and consulting firm specializing in the arts and culture industries.

To apply, email your cover letter, salary requirements, and resume as a single PDF file to jobs@tomocgroup.com with "Flint Venue and Theatre Operations" in the subject line. Please name the file using the template of "Last Name, First Name." Cover letter should include relevant experience, how you became aware of the position, and any direct experience you have had with similar positions and institutions. No phone calls please.