

PAYOMET

PERFORMING ARTS CENTER

Deputy Director

Summary

Payomet Performing Arts Center seeks a dedicated and detail-oriented Deputy Director who will hold a key leadership role in this progressive performing arts organization. Payomet plays a pivotal role in regional cultural programming, organizing, and dialogue. The successful candidate will have strategic planning and financial management experience.

Equal Opportunity Employment

Payomet is an equal opportunity employer. Payomet is committed to providing a work environment free from all forms of discrimination including: gender, age, sexual orientation, race, nationality, ethnicity, religion, disability, veteran status, ancestry, and marital status.

About Payomet Performing Arts Center

Payomet Performing Arts Center is a volunteer driven, non-profit performing arts organization located at Highlands Center in North Truro, MA. We are committed to gradual and sustainable growth in order to remain true to our core mission: to produce exciting professional live music, theatre, circus arts, and humanities events rooted in strong social values. Our artistic decisions are informed by the eclectic tastes of our outer Cape audience. We describe Payomet programming as “outside the box and inside the community.”

Application Deadline: Applications welcome until position is filled

Position Type: Full-time, year-round salaried position

Compensation: Commensurate with experience.

Benefits: Health insurance stipend, paid vacation, holiday, sick & personal time

Deputy Director Responsibilities

The Deputy Director reports directly to the Executive Director. The Deputy Director assists the Executive Director in implementing the strategic and operational functions as determined by the Payomet Board in serving the mission of the organization.

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The Deputy Director's responsibilities include, but are not limited to, the following:

- Financial Management, including but not limited to:
 - Bookkeeping
 - Creation and Monitoring of the operating and capital budgets
 - Issuance of financial reports
 - Administration and oversight of Artist and Consultant Contracts
 - Administration of annual staff evaluations per Payomet Employee Handbook
- Operations:
 - Box office
 - Facilities Maintenance
 - Inventory
 - Capital projects
 - Safety programs
 - Concessions
- Volunteer programs and services
- Grant reporting
- Liaison with the National Park Service (NPS):
 - Periodic meetings with NPS
 - Responding to requests by the NPS in a timely fashion
 - Rapid communication and reporting to the Board, the Board President and other officers, committee chairs as well as to the Executive Director of all meetings and NPS business
- Outreach to local communities and government officials
- The Deputy Director will serve as the Acting Executive Director in the absence of the Executive Director for any protracted period relating to vacation, sabbatical, or sick leave. The Deputy Director will share in the executive leadership so as to facilitate transitions and smooth succession of staff and board to ensure sustainability.

Ideal skills, experience, and qualifications

The ideal candidate will possess the following skills, experiences, and attributes:

- Experience working with non-profit organizations
- At least five years management-level experience or equivalent experience with financial management
- Strong background in budgeting, financial planning, and business planning

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- Strong leadership and relationship-management skills; someone who works well with staff, board, and external partners
- Strong attention to detail
- The ability to work in a highly flexible, collaborative work environment
- Strong computer skills including Microsoft Office Suite, Google Suite, Slack, and Quickbooks

How to Apply

Resumes will be reviewed as they are received. Interested candidates are invited to submit a resume and a cover letter (in PDF Format) via email to staff@payomet.org with the subject line "Deputy Director". No phone calls please.