**Seattle Theatre Group (STG)**

*Seattle Theatre Group’s Mission is: To make diverse dance, music, film, theatre, and arts education an integral part of our rich cultural identity while keeping Seattle's historic Paramount, Moore, and Neptune Theatres alive and vibrant.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | **Director of Historic Facilities Capital Program (HFCP)** | **Reports to:** | **Chief Operating Officer and Director of Development** |
| **Supervises:** | Various consultants and administrative employees | **FSLA:** | Full-time; exempt |
|  |  | **Salary Range:** | DOE |

*STG employees are committed to ensuring that our patrons’ experience with us is unsurpassed. We build lasting relationships with our patrons and hold ourselves accountable for the quality of those relationships. We are empowered to make decisions to that end.*

**NOTE: STG IS A DOG-FRIENDLY ENVIRONMENT**

**Position Summary**

The Director will oversee STG’s Historic Facilities Capital Program. This is a new program and position, to be launched in 2014.The Historic Facilities Capital Program will have two main areas of focus: to preserve the historic character of the three prestigious venues under the care of Seattle Theatre Group and to provide for the capital needs of the properties as they relate to STG’s on-going business of presenting performing arts.

**Essential Duties and Responsibilities (other duties may be assigned)**

1. The Director of HFCP, with the assistance of the Chief Operating Officer, the Director of Development, and professional consultants, will complete a comprehensive Capital Improvement Plan including a Facilities Assessments for building systems and Historic Structure Reports or their equivalents (where appropriate). The Capital Improvement Plan will include building/building systems analysis, building/site development options, as well as income development potential, replacement cost, and useful life estimates.
2. The Director of HFCP will develop an Action Plan that includes short-term and long-term financial pro forma analyses and prioritization for recommended and/or required future capital investments for current business practice and those capital investments related to the preservation of the facilities’ historic integrity.
3. The Director of HFCP will assist in the design of a Capital Campaign to support the priorities established by the HFCP and coordinate STG facilities management with fundraising structured by the HFCP.
4. The Director of HFCP will act as ambassador for the theatres, both in person and through published material.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Qualifications**

1. Familiarity with the business of presenting performing arts
2. Demonstrated in-depth project management experience
	1. Familiarity with project management software required
	2. Facility with MSFT Office or equivalent software
3. Demonstrated ability to coordinate the efforts of a wide variety of professionals consulting in the fields of historic preservation and facilities maintenance
4. Proven understanding of building systems, particularly those of historic buildings; construction exposure preferred
5. Education in and experience with financial reporting and analysis, including federal tax credit programs
6. Public speaking acumen and demonstrated proposal-writing skills required
7. Bachelor’s or other higher education degree preferred

**Physical Requirements**

* Vision: corrected vision close to 20/20
* Sitting/Standing/Walking: about 75% of the time is spent seated at a desk
* Ability to lift 50 pounds

Apply to: jobs@stgpresents.org

*Seattle Theatre Group is an equal opportunity employer.*