POSITION PROFILE
Executive Managing Director of the Hammer Theatre Center

The College of Humanities and the Arts at San José State University is proud to be leading the university's efforts to operate the city-owned Hammer Theatre Center. We seek an effective Executive Managing Director to join this exciting venture.

The Hammer is a distinctive, high-quality performance venue in the heart of downtown San José. Owned by the city and newly operated by San José State, the Hammer will offer artistically and educationally excellent programming expressive of the unique characteristics and diverse cultures that comprise Silicon Valley.

By turning the Hammer into a destination-worthy performance venue, we are building a nexus between the university and the community, San José and the Bay Area, and local and global talent. We aim to produce and present innovative programming that reflects Silicon Valley’s culture of creativity, diversity, and technology. Through it all, we invite audiences to experience the beauty, spontaneity, and human connection made possible through live performance.

The Executive Managing Director will oversee the management and operation of the facility under the direction of the Dean of the College of Humanities and the Arts and in collaboration with faculty, staff, students, community members, and arts partners. The Hammer Theatre Center will operate according to guiding principles for programming established in cooperation with the city of San José and in accordance with existing personnel and staffing structures and SJSU bargaining agreements.

The Executive Managing Director is the senior manager in an operating team of up to 12 permanent staff who support the fiscal, marketing, and programming aspects of the operation. The ideal candidate will embrace this opportunity to create a vibrant education-driven performing arts center in the heart of Silicon Valley.
THE COLLEGE OF HUMANITIES AND THE ARTS

The College of Humanities and the Arts serves all undergraduate students at SJSU through first-year writing and diversified General Education offerings. With 3,800 majors at the undergraduate and graduate levels, we are proud of the role we play in delivering accessible, affordable public education in humanities and the arts.

The College provides a high-quality liberal arts education focused on creativity, innovation, and critical thinking. We prepare students to be compassionate, informed citizens of the world. We have nearly 500 faculty and staff dedicated to serving SJSU students and the broader community. Our nine academic units include: the Departments of Art and Art History; Design; English and Comparative Literature; Humanities; Linguistics and Language Development; Philosophy; Television, Radio, Film, and Theatre; World Languages and Literatures; and the School of Music and Dance.

The college sponsors more than 400 concerts, performances, exhibits, and other cultural events annually. The Martha Heasley Cox Center for Steinbeck Studies, the Ira F. Brilliant Center for Beethoven Studies, the Center for Literary Arts, the Center for Comparative Philosophy, and the Center on Ethics also contribute to the intellectual and cultural life of the university and the surrounding community.

SAN JOSE STATE UNIVERSITY

In the heart of the world’s capital for creativity, technology, and innovation, San José State University serves more than 33,000 students who hail from diverse cultural and ethnic backgrounds. We offer world-class educational opportunities and connections to a global network of more than 220,000 alumni, 60% of whom live in the greater Bay Area. San José State is an essential partner in the economic, cultural, and social development of Silicon Valley and the state, annually contributing more than 7,000 graduates to the workforce.
HAMMER THEATRE CENTER PROGRAMMING VISION

Programming at the Hammer Theatre shall consist of:

1) High-quality, diversified university programming for arts, education, and culture;

2) Co-productions with university programs and external companies or partners;

3) Rentals at both market rate as well as non-profit rentals. Among the rentals, professional theater productions are a stated priority and it is expected that community groups also will want to access and rent the facility.

The overarching goals hinge on creating a financially viable, sustainable model for this important performing arts venue and while attracting diversified audiences to the downtown. In the process, we will be building a strong pipeline for arts professionals through our emphasis on education and pre-professional opportunities for students.
THE POSITION

Reporting to the Dean of the College of Humanities and the Arts and working in close collaboration with university stakeholders (such as department chairs, faculty, students, and staff), the Executive Managing Director (EMD) is the chief operations and financial officer for the Hammer Theatre. The EMD will oversee the scheduling, administration, and operation of the theater for all events and performances there. The EMD will possess excellent supervisory, organizational, collaborative, and administrative skills as well as the ability to communicate effectively and navigate efficiently through San José State University's complex environment. The EMD will work closely with the Dean to ensure that the activity in the Hammer Theatre supports the achievement of the objectives, mission, vision, and values of San José State University and the parameters agreed to with the city of San José.

RESPONSIBILITIES

The major areas of responsibility include:

A. **Mission and vision implementation**: Implement the vision and mission of SJSU, the Hammer Theatre Center, and the College of Humanities and the Arts, including providing leadership for the creation, implementation, and sustainability of a strongly collaborative relationship with faculty, staff, community members, and arts partners.

B. **Scheduling and facility operation**: Manage programming and facility operation, including efforts related to curating performance offerings, operating the box office, and overseeing marketing, communications, and health and safety.

C. **Financial oversight and management**: Plan and oversee all financial aspects of the Hammer Theatre within the approved budget, and work collaboratively with faculty, staff, and the Dean to ensure strong fiscal management, policy compliance, and contract oversight.

D. **Production, operations, and outreach**: Oversee technical and support staff, including volunteers and student workers, while also securing earned income bookings through rental activity in alignment with the Hammer mission and vision.

E. **Human resources and administration**: Act as the primary contact for personnel and facility management.
QUALIFICATIONS

A. Required

- Significant demonstrated experience and success in responsible roles managing theater and/or concert hall operations;
- Bachelor’s degree in a relevant field;
- Demonstrated knowledge of working with the programming of diverse arts and culture events, concerts, and performances;
- Demonstrated experience in negotiating performing arts contracts and working with associated legal and budgetary requirements;
- Effective written and verbal communication skills;
- Strong interpersonal and leadership skills, and demonstrated ability to strategically assess needs and creatively solve problems;
- Demonstrated sound judgment in situations requiring independent decision-making and in handling confidential and sensitive material;
- Excellent computer skills; proficiency in using advanced functions of word processing, databases, Excel spreadsheets, and web resources;
- Willingness and availability to work nights and weekends at the Hammer Theatre.

B. Preferred

- Three (3) years experience as the general manager of a professional performing arts organization or professional performing arts facility with a minimum annual operating budget of $500,000;
- Advanced degree in arts management;
- Experience working in higher education;
- Knowledge of and experience with performing arts rentals within a diverse urban environment;
- Demonstrated commitment to high quality, diversified programming in the Hammer Theatre and to the values expressed in the University and College missions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. It is the policy of SJSU to provide reasonable accommodations for qualified persons with disabilities.
APPLICATION PROCEDURES

To ensure full consideration, applications should be submitted by February 22, 2016, after which screening will begin.

To be considered, candidates should submit a Microsoft Word or Adobe Acrobat attachment that contains the following:

1) Cover letter that addresses the position responsibilities and qualifications;
2) Current résumé or curriculum vitae that includes relevant experience; and
3) Contact information for three professional references.

Applications should be submitted both to: SJSU Human Resources and humanities-arts@sjsu.edu

Subject line: Hammer Executive Managing Director

Inquiries may be sent to Dean Lisa Vollendorf at: humanities-arts@sjsu.edu

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran’s status consistent with applicable federal and state laws. Reasonable accommodations will be provided for qualified applicants with disabilities who self disclose.

Additional information about San José State University can be found at www.sjsu.edu