



Perkinson Center for the Arts and Education
announces the recruitment for the position of
Executive Director



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Chester, VA 23831
(804) 748-5555
perkinsoncenter.org

Perkinson Center for the Arts and Education

The Perkinson Center for the Arts and Education is the first public performing and visual arts center to be built from the ground up in the Greater Richmond Area in the last century. The Center strives to change lives for the better by bringing cultural arts and the community together. This is achieved by partnering with the communities we serve; presenting and supporting diverse artists and performers; creating an inclusive center for education, community events and art discovery, and offering accessible, equitable and affordable programming.

Specifically, this amazing and exciting venue is more than 20,500 square feet and houses:

- The 340-plus seat state-of-the-art Jimmy Dean Theater
- The Baxter and Elaine Perkinson Art Gallery
- A 1,500-square-foot multipurpose Education Center with attached patio
- A 750-square-foot classroom
- And for touring artists: green room, chorus dressing rooms and star dressing rooms

The Perkinson Center features a variety of artists and performers from across the commonwealth and the country and is home to two resident theater companies. In addition, classes will be conducted in a variety of art disciplines such as dance, music, theater and visual education. The venue is also a world-class location for special event rentals.

Managed by the Chesterfield Cultural Arts Foundation (CCAF)/Board of Directors, the Perkinson Center for the Arts and Education is a private 501(c)(3). Currently, there are four full-time staff positions including the Executive Director, Director of Education, Production Manager and the Experiences Manager. The operations budget is \$1.3 million with approximately half planned from donations.

The Center is located in Chester, Virginia, in the [County of Chesterfield](#), and is adjacent to an award-winning library in a thriving planned community. Visit PerkinsonCenter.org to view the current performance schedule.

The Position

The Perkinson Center for the Arts and Education opened in December 2020 and held an official ribbon cutting in June 2021. There is a commitment by the Board and staff to a diverse and inclusive practice that is intentional and welcoming. The Board is currently searching for a full-time Executive Director to provide leadership as the focus moves from designing and building a facility to fully operationalizing and fulfilling the mission.

There are four full-time staff positions and numerous individuals employed on a part-time and as needed basis. The operating budget is \$1.3 million with approximately half planned to be achieved from donations.

The Executive Director for the Perkinson Center for the Arts and Education will provide the overall leadership to this newly developing nonprofit and the staff team. They will be actively involved in all aspects of the planning, organizing, managing and directing of Center operations. The Executive Director reports to the Board of Directors with a close working relationship with the Board Chair. The Executive Director is expected to maintain a positive relationship with the Board of Directors and to work collaboratively with staff and key community partners.

The Ideal Candidate

The ideal candidate will be innovative, a visionary, energetic, collaborative, a strategic thinker who is professional, honest, possesses strong moral character, promotes transparency and has exceptional interpersonal and communication skills. The candidate should possess a team-oriented leadership style and welcome the challenge of seeking continuous improvement. The ideal candidate will have experience in a nonprofit organization, preferably in a performing and visual arts center. Like all nonprofit leaders, the Executive Director should bring a balanced approach as a visionary and operational executive. They should have the capacity for organized, focused work and an ability to manage multiple projects under tight deadlines. The capacity to handle stressful and complex situations is critical.

Experience, Skills and Qualities Desired

The position of Executive Director with the Perkinson Center for the Arts and Education is exciting, yet demanding. As a new venue, there is the opportunity to set direction, design and create from the beginning for this organization. As a developing Center, there is also the need for the leader to be exceptionally focused and proficient in multiple areas. The Board of Directors prioritize the following experience, skills and qualities in the Executive Director. While these skills are preferred, not all are required.

- Passion for the mission of the Perkinson Center for the Arts and Education
- Demonstration of progressive leadership in nonprofit, public sector settings with a proven history of providing leadership to and working successfully with a team
- Skilled fundraiser and grant writer with proven track record of major fundraising from varied sources
- Exceptional oral/public speaking and written communication skills
- Experience in marketing the performing and visual arts
- Demonstration of effective work with a Board of Directors
- Strong commitment to exceptional customer service
- Commitment to building positive relationships with community partners, donors and various constituencies
- Ability to work collaboratively with staff to develop a creative and diverse artistic program season
- Experience in the development and management of a budget; strong fiscal responsibility and accountability
- Possesses strong ethics and integrity with a high standard of excellence
- Commitment to and understanding of diversity
- Experience in drafting, maintaining and implementing policies and procedures with approval by Board of Directors
- Background in visual or performing arts preferred, but not required

Qualifications

Minimum of five years of progressively responsible leadership experience in working as an arts center manager, theater director or other relevant role. Ideal candidate will have excellent leadership and communication skills. Performing Arts Certification, Arts Management Certification or other related certifications are a plus. Bachelor's degree in a related field is preferred. A combination of equivalent training and experience may be considered.

Compensation and Benefits

The successful candidate will have access to a benefits package to include:

- Employer contribution to healthcare: \$250 per pay; 24 times per year
- Employer contribution to retirement: 5% of wages starting at 6-month anniversary
- Leave accrual at 7 hours per pay period
- Please provide salary expectations

Hours

The unique and exciting nature of an arts venue will require that the Executive Director be an exempt employee and must be available to work a flexible schedule that will often include evening and weekend hours to accommodate Board meetings and evening performances and functions.

Application Process

The application deadline date is December 13, 2021, at 5 p.m.

Interested applicants should submit a confidential resume with cover letter and must include salary requirements addressed to:

Mary Martin Selby, Director of Human Resources
Chesterfield County Human Resources
P.O. Box 40
Chesterfield, VA 23832
(804) 748-1551

Electronic responses are required and should be directed to ExecutiveSearch@chesterfield.gov.

Extensive background check required.



*Extraordinary
cultural arts
experiences in
your
community,
hand crafted
for you by
loving and
welcoming
experts in this
premier
venue.*

