



Would you like to work in downtown Franklin and make a big impact in the Williamson County community? Do you love and thrive in the theatre ambiance? Do you aspire to create a memorable experience for the patrons? If so, your next job opportunity is waiting for you - come join us! The Heritage Foundation of Williamson County is actively recruiting for our next **Managing Director of The Franklin Theatre** to support the downtown business district.

ABOUT THE HERITAGE FOUNDATION OF WILLIAMSON COUNTY

Since 1967, the Heritage Foundation of Williamson County has been dedicated to preserving Williamson County's architectural, geographic and cultural heritage as well as promoting the ongoing revitalization of downtown Franklin in the context of historic preservation. Notable projects include The Franklin Theatre, Roper's Knob, parts of the Franklin battlefield and the Old, Old Jail. The Foundation brings county history to about 3,000 school children each year through the Heritage Classroom program as well as walking tours of downtown Franklin. Events and festivals produced by the Heritage Foundation such as Main Street Festival, the Heritage Ball, Pumpkinfest and Dickens of a Christmas bring hundreds of thousands of locals and visitors to downtown Franklin each year. The Heritage Foundation owns and operates The Franklin Theatre, the Downtown Franklin Association, and the organization's newest division and current restoration project, Franklin Grove Estate & Gardens. For more information about the Heritage Foundation, visit www.williamsonheritage.org.

ABOUT THE FRANKLIN THEATRE

Following a complete restoration by the Heritage Foundation of Williamson County in 2011, the historic Franklin Theatre (Est. 1937), re-opened its doors as a state-of-the-art live music venue featuring performances by world-renowned artists. The theatre also honors its heritage by continuing to show movies. The Theatre's mission is to provide world-class, diverse performing arts experiences to residents and visitors alike and to be a platform for local philanthropic engagement and education, all delivered with unparalleled guest service. For more information about The Franklin Theatre, visit www.franklintheatre.com.

POSITION SUMMARY: The **Managing Director of The Franklin Theatre** is responsible for the programmatic and operational business of The Franklin Theatre, through all facets from developing programming series themes, to establishing a culture of safety with all Theatre personnel and contractors.

ESSENTIAL RESPONSIBILITIES: To perform this job, an individual must perform each essential function satisfactorily with or without a reasonable accommodation.

- In collaboration with the Chief Operating Officer and Heritage Foundation senior leadership team, develop and implement overall strategy for the division.
- Oversee all aspects of theater operations including, but not limited to, business development, event management, ticketing and revenue tracking, venue maintenance, safety, audience expansion, and programming development.
- Lead research and sourcing efforts for establishing themes and performance series, generating interest within the patron base to attract expanded revenue sources and entertainer opportunities.



- In collaboration with shared services development department within the Heritage Foundation, serve as lead fundraiser for The Franklin Theatre.
- Demonstrate consistent, comprehensive understanding of contract management through all phases, including but not limited to negotiation, creation, execution, and enforcement of all agreement facets in support of the goals and objectives of The Franklin Theatre.
- Oversee safety programs and compliance for The Franklin Theatre ensuring communication and adherence by patrons and employees.
- Develop and execute division objectives within parameters of established annual budgets.
- Direct Theatre team members to ensure all events are appropriately staffed and supported, in accordance with contract obligations, permit requirements, and operational needs.
- Serve as lead liaison to The Franklin Theatre advisory board and interface and communicate effectively with colleagues at all levels.
- Thrive in highly collaborative and mission-driven culture.

Education and/or Experience: Bachelor's degree required, preference given to degrees in Business or Venue Management. 10 years-experience in venue operations required. At least five years of proven success in non-profit theater management.

Other Qualifications: Supervisory experience essential. General knowledge of computer applications for the frequent use of electronic mail, word processing, data entry, spreadsheets, graphics, etc. Must be able to handle multiple, simultaneous tasks effectively and efficiently. Strong verbal and written communication skills required. Must be detail oriented and organized with the ability to perform duties under pressure, prioritize workload, and timely meet deadlines. Must have the aptitude and ability to self-direct work. Ability to work irregular hours and weekends.

The Heritage Foundation offers medical, dental and vision benefits, paid time off and more.

If you are interested in this exciting opportunity, please submit your resume to hr@williamsonheritage.org. We look forward to hearing from you!