



HERITAGE FOUNDATION

WILLIAMSON COUNTY, TN

DOWNTOWN
FRANKLIN
ASSOCIATION

The
FRANKLIN
THEATRE

FRANKLIN
Grove
ESTATE & GARDENS

Do you have a passion for performing arts and Middle Tennessee community connections to help enhance the programming at the historic Franklin Theatre? If so, your next job opportunity is waiting for you – come join us! The Franklin Theatre is actively recruiting its first ever **Director of Programming & Partnerships** to lead its programming, entertainment booking and film buying and oversee the main earned revenue streams for the Theatre.

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 is the parent organization of three divisions, owning and operating The Franklin Theatre, the Downtown Franklin Association, and the organization’s newest division and current adaptive reuse 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 Franklin Theatre’s Director of Programming & Partnerships will be responsible for the creative and business leadership of all programming. Reporting to the Managing Director of the theater, the role is accountable for creating and implementing comprehensive strategic plans – including goals, strategies and tactics – to achieve the Theatre’s non-profit vision and mission as a community-focused theater, driven to unite all peoples and create lasting memories through the power of the arts.



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The Director will curate performing arts programs and series, concerts, live theater, community events and films. The individual will also oversee the theater's ticketing services, box office, event and group sales, community relations and educational outreach. The ideal candidate will have creative and operational experience with non-profit arts organizations and will continue to raise the profile of The Franklin Theatre locally, regionally and nationally.

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

- Collaborate with the Theatre Managing Director and Heritage Foundation COO on long-term strategic planning cycle for the organization that identifies performing arts, education and event/group sales goals.
- Oversee and support the Ticketing & Supporter Relations Manager (who oversees the hourly box office staff), Event & Group Sales Manager (2022) and Community Relations & Educational Outreach Coordinator (2022)
- Collaborate with shared service marketing, development and finance teams
- In partnership with Managing Director, manage an annual earned revenue budget of \$2 Million and programming and event expense budget of \$1 Million
- Manage the Theatre's master calendar of events, serving as gatekeeper for all scheduling
- Serve as the theater's curator and buyer of performing arts, live music, entertainment and films
- Develop programming that serves the theater's core audience (representative of ~20% of Williamson County) but also expands reach to new and different audience segments
- 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.
- Establish and nurture mutually beneficial partnerships with local and regional organizations to produce authentic programs and events that further all associated missions. Organizations include, but are not limited to the Theatre's parent organization and its divisions – Heritage Foundation of Williamson County, Downtown Franklin Association and Franklin Grove Estate & Gardens – as well as Act Too Players, Americana Music Festival & Conference, Bluegrass Along the Harpeth, Boys and Girls Club, City of Franklin, Country Music Association, Downtown Franklin Rotary, Kiwanis Club, NAMM, Pilgrimage Music & Cultural Festival, Studio Tenn, Tin Pan South, VisitFranklin (Williamson County Convention & Visitors Bureau), etc.
- Build and maintain positive working relationships through effective influence with industry partners, stakeholders (public and private funders) and producing partners
- With staff and volunteer support, develop and implement community engagement and educational outreach plans.
- Lead the process of timely performing arts grant application preparation and reporting.
- Assume the role of Manager-on-Duty (MOD) as scheduled.
- Regular and reliable attendance
- Perform other duties as assigned



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Education and/or Experience: Bachelor's degree required. Minimum of 7 – 10 years of proven success in the arts, non-profit entertainment industry or related sector. Visionary artistic leader with significant experience as a performing arts professional.

Other Qualifications: Strong entrepreneurial spirit and ability and sound business acumen. Outstanding leadership skills and superior strategic planning skills. Strong collaborative decision-making abilities. Effective delegation skills and ability to hold staff accountable to high standards of professionalism. Strong negotiation skills. Passion and commitment to the performing arts and their value to society. 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 projects and 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 meet deadlines and budgets. Must have the aptitude and ability to self-direct work. Ability to exhibit flexibility while working in ambiguous, evolving situations. Ability to work irregular hours and weekends.

If you are interested in this exciting opportunity, please send your resume and cover letter (with salary requirements) to COO Meg Hershey at mhershey@williamsonheritage.org. No phone calls, please.