

**Managing Director
The Motor House
Baltimore, MD**

Position Overview:

The Managing Director is responsible for the artistic and financial success of a 8,000 sq. ft. of performance, gallery, bar, and special event venue on the 1st floor of the Motor House in Baltimore, MD. The Managing Director oversees all aspects of programming, planning, marketing, resource development, financial management, and general administration.

The Motor House is a three-story, 25,000 sq. ft. arts hub, serving Baltimore's contemporary and emerging artists and arts organizations. Located in the heart of Baltimore's Station North Arts and Entertainment District, the Motor House is developed, owned and operated by the [Baltimore Arts Realty Corporation \(BARCO\)](#), a non-profit organization dedicated to providing affordable and sustainable facilities for Baltimore's growing artistic community.

Since opening in 2015, the Motor House has served as a home and showcase for Baltimore's diverse and dynamic creative organizations and practitioners. The 1st floor venue has presented over 100 performances, community events and a series of curated exhibitions.

BARCO seeks an entrepreneurial and energetic Managing Director whose artistic leadership and management expertise will create an exciting blend of performance programs and events that attract new audiences and sustain current patrons.

We envision the 1st floor of the Motor House producing:

- Dynamic programming that includes both established and emerging artists drawn from local, regional and national markets;
- Ticketed performances and special events that generate a major share of annual revenues;
- Creative initiatives to subsidize performances of bold and experimental works.

The Managing Director reports to the President of BARCO and is a senior member of the BARCO staff. The Managing Director supervises the staff responsible for supporting programming on the 1st floor of the Motor House, and works collaboratively with other members of the BARCO staff.

BARCO is an equal opportunity employer, committed to assembling a diverse, broadly trained staff. Women, people of color, and people with disabilities are strongly encouraged to apply.

Duties and Responsibilities:

Creative Direction: Establishes the artistic vision and the annual program plan to ensure a balance of programs and integration of multiple disciplines in partnership with the BARCO President and the Motor House Creative Advisory Committee.

Financial Management: Works with the BARCO Financial Manager, President, and staff to establish annual budget for the 1st floor venue.

Audience Development/Earned Income: Oversees marketing team to plan and implement forward-thinking audience development activities including marketing strategies, online presence, postcards/brochures, public relations, and promotional events.

Administration: Supervises existing marketing, finance and operational staff, manages human resources, and conducts end-of-year evaluations. Facilitates program staff meetings and supports staff in cultivating creative partnerships, and dynamic, sound programming.

Fundraising: Works with the support of the BARCO fundraising consultant, and the Motor House Creative Advisory Committee to develop overall fundraising goals and strategies, and coordinate, and supervise the implementation of all fundraising activities. This may include individual gifts, underwriting mission aligned projects, special events, corporate giving, government support and foundation grants.

Advisory Committee: Serves as the primary staff liaison to the Motor House Creative Advisory Committee, making policy recommendations and providing avenues for participation in accomplishing tasks.

Advocate: Advances the relationship between Motor House and various local and regional organizations, including government agencies and advocacy groups, community and local business groups and arts organizations, and serves as the public face of Motor House.

Qualifications and Experience:

Requirements:

- Minimum 3 - 5 years of professional experience in programming, events management, and arts administration.
- Excellent leadership, management, communication, and writing skills.
- Demonstrated successful financial management of a performance venue and/or artistic programming.
- Effective fundraising and proposal development in the performing arts.
- Considerable experience with MS Office and Google Docs.
- Knowledgeable about trends in contemporary performing arts.

Preferred Knowledge, Skills and Abilities:

- Knowledgeable about trends in contemporary performing arts.
- Evidence of entrepreneurial leadership and success.
- Knowledge of a range of efforts to use arts and culture as community-building tools.
- Strong commitment to arts, culture, and equity as essential tools in place-based strategies to nurture the growth of opportunity, particularly in Baltimore.

Reports to: President of the Baltimore Arts Realty Corporation (BARCO) and is a member of the BARCO senior staff.

Applications will be reviewed until the position is filled.

Application Process: Send cover letter, writing sample, 3 references and resume detailing: arts administration, theatre management, programming management and related experiences to: [hiring@baltimoreartsrealty.com](mailto: hiring@baltimoreartsrealty.com) by Friday, March 31, 2017. For inquiries, please email questions to [hiring@baltimoreartsrealty.com](mailto: hiring@baltimoreartsrealty.com). No phone calls please.

Optional: provide samples of fundraising communications, reports, organizational/administrative documents, and newspaper or magazine articles related to professional accomplishments.

Salary is commensurate with experience. BARCO provides a benefits package.