

Executive Director - Cinestudio - Hartford, CT

Background

Cinestudio is a classic art-house cinema - a magnificent single-screen venue with 455 seats, including a much-loved balcony and gold screen curtain - that is on the campus of Trinity College in Hartford, CT. Though located on Trinity's campus, Cinestudio is a separate entity, operating as a 501(c)(3) non-profit organization.

Founded in 1970 by a group of students at Trinity, Cinestudio has become one of the most highly respected arthouse cinemas in the United States, with a long-standing reputation for:

- Diversity of programming
- Legendary projection and sound quality.
- Commitment to the arts through unique programs such as NTLive, Art on Film and Bolshoi Ballet

Cinestudio screens films at the highest technical standard -- capable of projecting physical 35mm, 70mm, and archival prints while also equipped with the highest quality 4K Digital Cinema systems with satellite streaming capabilities. All screenings are presented by skilled projectionists, with front of house operations coordinated by student and community volunteers.

Unique Opportunity to Lead

Two of the original founders of Cinestudio have operated the theater as Co-Executive Directors for 50 years. One of the Executive Directors retired in 2020; the other will be retiring in 2022 and will assist in the orientation and training of the new Executive Director during the final year of his tenure.

Under leadership from the Executive Directors and the Board of Directors, the organization's financial health has grown in recent years with a recently completed Strategic Plan, strengthened Board governance, and critical capital improvements (new seating, external signage, lighting, box office software). Cinestudio has effectively leveraged foundation and individual fundraising with an eye toward increasing donor investment in the future.

Cinestudio's Board of Directors seeks a new Executive Director who has the energy, passion and vision to lead Cinestudio in future years. Initially, the new Executive Director, working with the retiring Executive Director, will be responsible for building a new staff while becoming knowledgeable about Cinestudio, including its history, current operating procedures and its place in the community. The Board expects that the successful candidate will have full authority for the management of Cinestudio, its programming, and its staff in accordance with policies formulated jointly with the Board and the staff. This role is a critical and strategic priority for Cinestudio to ensure the sustainability and growth of the organization.

Cinestudio is committed to a culture of diversity, equity and inclusion. The Executive Director must share this commitment and demonstrate an ability to reflect these values in all aspects of Cinema operations. A successful ED will need to carry out the Cinestudio's mission with a commitment to outreach to communities that have been historically under-served and under-represented.

Ideal Candidate Attributes

- A passionate commitment to and appreciation of cinema as art and as a unique educational tool
- The ability to think strategically and an entrepreneurial spirit that embraces the challenges of change
- The ability to drive development efforts, including experience with grant writing
- The desire to be a spokesperson and an involved member of the community
- High energy and integrity
- Leadership and communication skills

Responsibilities

- Lead staff employees and manage student volunteers by instilling best nonprofit operating practices and policies; integrate operational plans and timelines for projects and workflows; implement decision-making processes and clear communication channels.
- Work collaboratively with the Board of Directors to ensure strategic objectives are in line with its mission; establish and maintain relationships with each Board member to seek their ideas, talents, and resources while continuing to evolve the organization's governance.
- Ensure ongoing programmatic excellence by assessing the impact, efficacy, and sustainability of existing programs while maintaining alignment with the organization's mission.
- Understand organization's finances including the short-and long-term budget process, cash flows, revenue goals, etc.
- Develop and implement a comprehensive revenue plan that progressively grows earned and contributory income. Support development efforts to build a strong cycle and pipeline management process that identifies, cultivates, solicits, and stewards philanthropic giving from individual, foundation, and corporate supporters.
- Build the brand through effective communications and media strategies to further elevate and position the organization's profile locally and globally; maximize community presence to reach new audiences; forge new and strengthen existing relationships with institutional and industry partners.
- Develop and promote a healthy and balanced internal structure using the guiding principles of inclusiveness, equity, and respect.
- Serve as Cinestudio's chief ambassador committed to representing the organization, advocating for its work and values, inspiring others to broaden support and opportunities for involvement and creatively developing and building upon collaborations with other non-profit and arts organizations in the Greater Hartford area

Experience

Candidates for the Executive Director position must have a professional background with a target of five (5) to ten (10) years relevant experience including management/administrative responsibilities, and 3 years (preferred) employment at a non-profit.

Education

Bachelor's degree is suggested, advanced degree desirable.

Employment Information

- Cinestudio offers a benefit package including medical, and vacation
- Annual salary range is commensurate with experience
- Executive Director position is full-time; it is expected that nights and weekends may be necessary

Qualified candidates may send letters of interest and resume to: Applications@Cinestudio.org.

Applications will be considered by Cinestudio as submitted.

Cinestudio is an equal opportunity employer and does not discriminate in its employment on the based on any protected characteristics, including, but not limited to, race, ethnicity, color, national origin, religion, age, sex, sexual orientation, gender identity, family status, disability, medical or genetic condition, veteran status, or any other basis protected under federal, state or local law.