



# EDMONDS CENTER FOR THE ARTS

## Director of Programming and Production

**POSITION TITLE:** Director of Programming and Production

**ADMINISTRATIVE LEVEL:** Senior Director

**EMPLOYMENT STATUS:** Permanent, Full-Time, Exempt

**REPORTS TO:** Executive Director

**STARTING SALARY RANGE:** \$105,000 - \$125,000, plus excellent benefits (see below)

**POSITION SALARY RANGE:** \$82,005 - \$130,995

### ABOUT US

Edmonds Center for the Arts (ECA) is one of the premier performing arts centers in the Pacific Northwest--a 700-seat jewel-box venue located in Edmonds, Washington, just 20 minutes north of Seattle. Owned and operated by the Edmonds Public Facilities District (PFD), ECA opened in 2006 in a beautifully renovated historic high school and has since built a beloved reputation for live performance, arts education, and community engagement across the Puget Sound region.

Every year, ECA curates a focused **season of presented events** spanning music, dance, comedy, theater, spoken word, and more, from classical to Broadway, jazz to folk, pop to world music, with complementary **educational events**. Through our **Rentals** Department, we host 130+ additional events produced by touring and local artists and community organizations. Together, these programs serve more than **90,000 patrons annually**, supported by a **financially stable organization**.

Edmonds Center for the Arts is where community and culture come alive!

### ABOUT THE OPPORTUNITY

The **Director of Programming & Production is a newly created position** joining ECA at a pivotal moment of transformation. This is an exciting opportunity for an innovative, revenue-minded arts leader to oversee all activities on, behind, and beyond ECA's stage.

As an essential member of the Executive Leadership Team, the Director reports to the Executive Director and leads a team spanning artistic curation, rentals, education, and production operations. At ECA, every event, whether a curated presentation, a rental, or an educational workshop, is an opportunity to deepen our relationship with our community and deliver on our mission. The Director ensures all of it is executed with quality and intention, while driving the revenue that keeps ECA thriving.

The right candidate is committed to equity and inclusion, welcoming of diverse perspectives, and invested in making sure colleagues and partners feel valued and empowered.

### CORE RESPONSIBILITIES

*At ECA, the Director of Programming & Production will be stewarding the stage of one of the Pacific Northwest's most beloved performing arts centers. Every event and program is an opportunity to deliver on our mission and keep ECA financially strong for the 90,000+ patrons we serve each year. Leading dedicated teams across rentals, education, and production, here's what that looks like day-to-day:*

- **Presented Season Leadership.** You'll curate and oversee the booking of a focused presented season, negotiating contracts and managing relationships with artists and production companies. You'll represent the organization at regional and national conferences such as Western Arts Alliance and the Association of Performing Arts Professionals. Working alongside the Executive Director, you'll serve as a spokesperson for ECA's artistic vision at public events, fundraisers, and in the broader community.
- **Rentals & Partnerships.** You'll oversee ECA's rentals team and program, assist with negotiating agreements with rental clients and community partners, maximize space utilization, and balance revenue goals with ECA's mission and community relationships. You'll also cultivate relationships with cultural organizations and identify new business development opportunities that expand ECA's reach and revenue.
- **Educational Programming & Community Engagement.** You'll oversee our educational team, programming and community engagement initiatives, ensuring they complement and enhance the presented season and build meaningful connections with local and regional audiences.
- **Production Oversight.** Working in close partnership with the Production Manager, you'll oversee high-level production needs and serve as the primary point of contact for union representatives. You'll collaborate with artists and creative professionals and ensure high production delivery standards.
- **Sales Strategy Collaboration.** You'll work closely with the Director of Marketing, Sales, and Patron Services on sales strategy, audience development, and promotional initiatives, and collaborate with Development staff on community engagement and fundraising support.
- **Board Engagement.** You'll provide updates to the Board on artistic activity, season and rental performance, and strategic initiatives, and serve as a resource on programming and production matters when requested.
- **Budget & Resource Management.** You'll develop, manage, and monitor budgets across all programming areas, including presented season, rentals, education, and production.
- **Reporting & Analysis.** You'll deliver regular reports to leadership and the board on season and rental performance, attendance data, audience feedback, and community impact to keep decisions data-driven and goals on track.
- **Supervising.** You'll have three direct reports (The Director of Rentals, Director of Education, and Production Manager), and oversee the work of the Rentals, Production, and Education teams.

## ORGANIZATIONAL LEADERSHIP

As a member of the newly formed Executive Leadership Team, you will lead beyond the boundaries of your functional role, contributing to the health, direction, and culture of the organization.

- **Champion the Mission.** You'll serve as a visible and credible ambassador for ECA's mission, values and strategic priorities
- **Contribute to Collective Leadership.** You'll engage actively in Executive Leadership Team decisions, bringing your programming and production expertise.

- **Develop People & Culture.** You'll invest in your team's growth, model ECA's values, and foster an environment where staff feel respected and motivated to do their best work.
- **Steward Resources with Integrity.** You'll exercise sound judgment over financial, human, and reputational resources, recognizing that public trust is foundational to everything we do.

## MAJOR OBJECTIVES

During the first 12 months, you will be focused on:

- **Building Trust.** Establishing strong connections with staff, artists, clients, and community partners, earning trust and becoming a credible, visible presence both inside and outside the organization.
- **Unifying and Strengthening the Department.** Bringing together presented programming, rentals, education, and production under single leadership for the first time. Conducting a review of current systems, contracts, tools, vendor relationships, and partnerships and making targeted improvements that set the department up for long-term success.
- **Improving Internal Communication.** Establishing clear, consistent communication rhythms across all programming sub-teams, Marketing, Development, Operations, breaking down silos and ensuring better coordination organization-wide.
- **Executing the 2026-27 Presented Season.** Stepping in to lead an already-booked season, ensuring every presentation reflects ECA's quality standards.
- **Launching the 2027-28 Season.** Beginning the curatorial and booking work for the following season, with direction from the Executive Director.
- **Supporting Major Initiatives.** Taking a leadership role in high-visibility public-facing moments, including the launch of the 2026-27 20<sup>th</sup> anniversary season sales campaign and the Fall Gala.

## ABOUT YOU (EXPERIENCE & QUALIFICATIONS)

*We're not just looking for someone who checks every box. We're looking for a creative, detail-oriented leader who can hold the big picture while never losing sight of the operational details that make it all work, and who is energized by the opportunity to build something meaningful alongside a passionate team. This is a senior leadership position. We expect candidates to bring commensurate experience and a demonstrated track record of success in comparable roles.*

### The right person for this role will bring:

- A passion for the arts and enthusiasm for the mission, vision, and values of ECA.
- **At least 10 years of progressive experience** in performing arts administration, business development, entertainment industry, and/or production and events management, including a minimum of 3-5 years in a supervisory or leadership role.
- **Working knowledge of theatrical production and technical operations**, including union contracts (IATSE), technical riders, and stage management practices.
- **Experience overseeing venue operations**, including client/artist management, monitoring space utilization, and balancing competing priorities across multiple user groups.
- **Comfort working with technology**, including CRM, booking, and ticketing systems and project management tools ... and excitement to learn new ones.
- **Outstanding people-management abilities and a people-first mindset.** You're a seasoned supervisor, and lead with empathy and a coaching mindset. You are as invested in your team's growth as you are in hitting revenue goals.
- **Exceptional interpersonal skills**, with the ability to connect authentically with donors, board members, volunteers, and community partners across diverse backgrounds.
- **Executive-level communication skills.** You communicate with clarity and confidence — whether delivering a data-driven report to the board, speaking from the stage to introduce an artist, or aligning your team around a shared goal.

- **Strong project management ability.** You're organized, deadline-driven, and able to manage competing priorities without losing sight of the bigger picture.
- **Collaborative and solution-oriented,** able to pivot gracefully when plans change and bring people together to solve problems creatively.

#### Even Better if you have... *(Knowledge, Skills, Ability that might set you apart)*

- A background spanning arts administration, curation, production, project management, and project management, with the ability to move fluidly between creative and operational modes.
- Experience in budget management and revenue generation with a solid understanding of financial information and data.
- Experience negotiating contracts with agents and artists, with fluency in performing arts contracting and a track record of achieving win-win outcomes.
- Deep knowledge of performing arts and entertainment industry standards, trends, and developments.
- Experience managing high-volume event operations, overseeing scheduling, logistics, and execution across 100+ events annually

## COMPENSATION AND BENEFITS

The Director of Production and Programming position is a **100% full-time, exempt position**. The **starting salary range for this position is \$105,000-\$125,000**. The offered salary will be commensurate with the selected candidate's experience and qualifications.

### Additional Benefits

ECA believes in the importance of taking care of our team so that in turn they can be committed to supporting our critical mission and access to the arts in our community. This position is eligible for a competitive package including:

- Flexible work environment
- Subsidized Medical, Dental, Vision Insurance.
- 100% Paid Long Term Disability and Life Insurance, with the option to enroll in voluntary plans.
- Retirement Plan with match (Washington State PERS), and ability to enroll in a 457b Deferred Compensation Plan.
- 10-25 days of vacation time per year, commensurate with tenure and accruable up to 30 days a year.
- Up to 12 days of sick time and 14 paid holidays per year
- Additional paid & unpaid leave for reasons including jury service, military service, emergency responder service, bereavement, and family medical needs.
- Employee Assistance Program (EAP)
- Healthcare & Daycare Flexible Savings Accounts (FSA)

### Working Conditions

This position requires flexibility beyond standard business hours, including evenings, weekends, and holidays, to attend performances, board meetings, and special events as needed or required. The environment moves between standard office settings and active venue operations, often at a moderate pace with occasional interruptions and a moderate stress level.

Physical requirements include prolonged periods of computer use, repetitive use of hands and wrists, close-range visual focus, the ability to communicate clearly, and occasional lifting of up to 40 lbs. The role also involves

movement throughout the venue, occasional outdoor exposure to the elements, and potential work in elevated areas or under staging and lighting equipment. Occasional travel is expected.

## NOTICES

**Edmonds Public Facilities District/Edmonds Center for the Arts is an Equal Opportunity Employer** and is committed to advancing equity through our work and to becoming a more inclusive organization.

**NOTE:** Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License.

**NOTE:** An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.

## HOW TO APPLY

To apply, please submit an application, resume, cover letter, and answer a few questions in our portal ([link](https://wkf.ms/4tvW2R1))(<https://wkf.ms/4tvW2R1>). Your cover letter should express your specific interest in this role. Applications will be reviewed on a rolling basis, with priority given to those received by April 20, 2026. The position will remain open until it is filled. No phone calls, please.