



MBT JOB POSTING – External Site

Executive Director

The Mount Baker Theatre (MBT) organization enriches our region's culture through dynamic performances, arts education, inspiring engagement in the community and stewardship of a national historic treasure. Built in 1927, the Mount Baker Theatre was one of the last grand vaudeville movie palaces built in the Pacific Northwest. Presenting films, Broadway tours, concerts, dance, speakers, and other live events, MBT preserves history and serves our region's continuously changing economy and community. Come join our team and help shape the next chapter in the legacy of this gorgeous historic facility!

The Executive Director (ED) is the chief executive officer of MBT, responsible for advancing the organization's vision, strategy, and enduring legacy. The ED provides dynamic leadership and oversight of artistic programming, operations, and community engagement to ensure the theatre's continued excellence and relevance.

Working closely with the Board of Directors, staff, and community partners, the ED sets strategic direction, secures resources through fundraising and partnerships, and fosters a culture of creativity, accountability, inclusion and a positive workplace environment. As the public face of MBT, the ED manages the organization's relationships with the City of Bellingham, the Tourism Commission, and other civic and cultural partners, positioning the theatre as a vital cultural and economic force in the region.

EXECUTIVE RESPONSIBILITIES:

- **Board Governance:** Provide strategic leadership in collaboration with the Board of Directors to advance the organization's mission, vision, and long-term sustainability.
- **Financial Performance and Viability:** Ensure the organization's financial health through effective budgeting, fiscal oversight, and diversified revenue generations, including fundraising and community partnerships.
- **Organization Mission, Vision and Strategy:** Direct organizational operations and staff to deliver high-quality programming and community impact, while ensuring an exceptional experience for all patrons, artists, and staff.
- **Organization Operations:** Oversee and implements appropriate resources to ensure that the operations of the organization are appropriate.
- **Community Engagement:** Serve as the public face and spokesperson for MBT, strengthening visibility and relationships with donors, partners, government entities, and civic leaders.
- **Organizational Leadership:** Foster a culture of inclusion, creativity, and accountability across all levels of the organization.



ADDITIONAL JOB RESPONSIBILITIES

- Oversee programming strategy including development of presentations, rentals, event scheduling, and prioritization of activities across all spaces.
- Establish and implement programming policies that ensure high-quality performances, maximize facility utilization, and maintain efficient contracts, budgets, and operations.
- Guide facilities management, preserving the integrity of a historic building through proactive maintenance, coordination, and long-term stewardship.
- Oversee the execution of contracts, notes, agreements, and official documents made and entered into on behalf of the organization.
- Guide production, maintenance and front of house operations to ensure exceptional experiences, guiding venue operations strategy, and ensuring safety of staff and patrons.
- Lead negotiations, implementation and compliance with local Stage Hand Union Contracts.

EXECUTIVE LEADERSHIP COMPETENCIES:

- **Strategic & Analytical Leadership:** Demonstrates strategic agility, business acumen, and creative problem-solving with ability to make complex and quality decisions, showing strategic agility, adaptability and ability to deal with ambiguity
- **Board of Directors-& Community Engagement:** Excels at relationship-building with donors, boards, and community partners. Ability to engage and inspire others in support of the organization's mission and goals.
- **Operational Excellence:** Ability to motivate and inspire staff through integrity, transparency, and a passion for the arts and community engagement.
- **Organizational & Political Positioning:** Display organizational agility and political astuteness in order to support collaborative community partnerships.
- **Fund Raising Strategies & Donor Engagement:** Knowledge of fundraising strategies and donor relations unique to a performing arts center and nonprofit sector.
- **Interpersonal Competencies:** Effective communicator with ability to listen, understand, and collaborate while being composed, approachable, and patient. Displays high integrity as a leader and emotional intelligence.

PROFESSIONAL QUALIFICATIONS:

- Minimum of 7 years of senior leadership experience, ideally within the nonprofit, performing arts, cultural sector, or venue management environments.
- Bachelor's degree in arts administration, nonprofit management, business, or related.
- Proven track record in fundraising, financial oversight, budget management, and building strong stakeholder relationships.



- Deep understanding of venue operations, with experience in performing arts or theatrical settings strongly preferred. Ability to apply industry-specific financial and operational knowledge to theatre, arts, or live-event environments.
- Strong public presence with exceptional communication, presentation, and relationship-building skills.

CLASSIFICATION: Regular, Full time, Salaried (Exempt).

COMPENSATION, SALARY AND BENEFITS: \$149,000–\$200,000 annually, based on experience and qualifications. Benefits: Comprehensive package including medical, dental, vision, life insurance, disability insurance, paid vacation and sick leave, retirement benefits, and all other MBT employee benefits.

WORK ENVIRONMENT & ESSENTIAL FUNCTIONS:

- Work is primarily performed in an office within a historic theater environment.
- Regular movement between offices, performance spaces, and off-site meetings.
- Position requires extended periods of sitting, standing, walking, & computer use.
- Frequent use of computer, phone, and other standard office equipment.
- Ability to lift and carry up to 20 pounds occasionally.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions.

About Bellingham and Mount Baker Theatre: Located between the Salish Sea and the North Cascades, Bellingham, Washington, is a vibrant community known for outdoor recreation, natural beauty, and a thriving arts scene. Just 90 miles north of Seattle and 55 miles south of Vancouver, B.C., Bellingham blends small-city charm with access to major metropolitan centers. Residents enjoy hiking, skiing, kayaking, biking, and world-class arts experiences, including performances at the Mount Baker Theatre.

In the heart of the downtown arts district, Mount Baker Theatre is a nationally recognized historic landmark and the largest performing arts facility north of Seattle. With its Spanish-Moorish architecture and rich legacy, MBT hosts Broadway tours, concerts, comedy, film, educational programs, and community events that bring together diverse audiences from across the Pacific Northwest.

To Apply:

Please submit the following materials via email to: jill.vanderyacht@mountbakertheatre.com with the subject line “**Executive Director Application**”. Position will be open until filled.

- Resume outlining relevant professional experience.
- Cover Letter describing your interest in the position and alignment with MBT’s mission.



- (3) Professional References, including name, relationship, phone number, and email.
- Vision / Leadership Statement (up to two pages) that includes:
 - 1) Your perspective on the **major obstacles and opportunities** facing a second-tier performing arts center housed in a historic downtown building in a mid-sized city, and how you would approach them.
 - 2) How you would **foster a culture of inclusion and equity** among staff, artists, audiences, and community partners.
 - 3) An example of how your **leadership style helped you navigate or resolve a critical challenge** in a previous role.

Learn more about Mount Baker Theatre at www.mountbakertheatre.com

Reasonable accommodations are available for applicants with disabilities. To request assistance during the application process, please contact us at jill.vanderyacht@mountbakertheatre.com

EQUAL EMPLOYMENT OPPORTUNITY: The Mount Baker Theatre (MBT) is an equal-opportunity employer committed to fostering a diverse and inclusive workplace where all employees are valued for their skills, experience, and unique perspectives. MBT makes all employment decisions based on merit and qualifications. Discrimination or harassment based on any legally protected characteristic is strictly prohibited.

Reasonable accommodations are available for qualified individuals with disabilities. If you need assistance during the application process, please contact 360-778-4006.

Pre-Employment Contingencies: *Employment is contingent upon professional reference checks and a pre-employment background check.*

The Mount Baker Theatre is located at 104 North Commercial Street, Bellingham, WA 98225