

BRICK STREET

July 2016

Dear Potential Board Member,

We are very excited to begin the process of electing a new Board Member for BrickStreet Theatre. BST is headed in some very exciting directions and we are thrilled to have you join us. Included in this packet is a job description and the Board Member application. At this time we only have one (1) spot available on the Board. All applications submitted before the deadline will be considered eligible for election to the Board.

Please email completed applications to:

president@brickstreettheatre.org

Or mail completed applications to:

BrickStreet Theatre
245 North Clark St
Forest City, IA
50436

Please return the completed application to me, the Board President, before **July 31st** for consideration. Election will take place at our August Board meeting and you will be notified via email. Please feel free to send any additional questions you may have by email.

We look forward to having you join us!

Jim Brockhohn - Board President
BrickStreet Theatre's Board of Directors

Board of Directors Job Description

The Board will support the work of BrickStreet Theatre and provide mission-based leadership and strategic governance. While day-to-day operations are led by BrickStreet's Artistic Director, the Board-Artistic Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

Specific Board Member responsibilities include:

Attending monthly meetings and any special event planning meetings to be held in coordination with full board meetings

Serve as a trusted advisor to the Artistic Director as he/she develops and implements BrickStreet's strategic plan

Approve all Show Seasons and Productions

Approve BrickStreet's annual budget, reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities

Securing properties and liabilities, i.e. office space, rehearsal and performance venues

Provide general program oversight and management in association with the Artistic Director

Generate community outreach among our target performance communities

Continued approval and implementation of the BrickStreet brand

Assist in Shows as needed

Fundraising

Each Board Member is responsible for assisting in fundraising and grant writing in order to continue building BrickStreet

Board terms/participation

Board Members will serve a three-year term (beginning in August) and will continue to be eligible for re-appointment to additional terms on a tri-annual basis.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about BrickStreet Theatre's mission and the arts in the Forest City area. Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector.

BrickStreet Theatre Board Member Application

Name _____ Date _____

Address _____

Cell Phone _____ Home Phone _____

Email _____ Education _____

Occupation _____

Employer _____

Address _____

Work Phone _____ Work Email _____

Preferred method of contact Work Home Email

I would consider myself more of which type of nominee? Artistic Business Both

If you're not asked to serve as a board member, would you be willing to serve in another volunteer capacity? Yes No Maybe

Please check the activities in which you would be willing to assist during production of the season's shows:

<input type="checkbox"/> Directing	<input type="checkbox"/> Lights	<input type="checkbox"/> Music Direction
<input type="checkbox"/> Sound	<input type="checkbox"/> Choreography	<input type="checkbox"/> Costumes
<input type="checkbox"/> Props	<input type="checkbox"/> Ushers	<input type="checkbox"/> Set Construction
<input type="checkbox"/> Box Office	<input type="checkbox"/> Publicity	<input type="checkbox"/> Programs
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Other:

What interests you about serving on BrickStreet Theatre's Board?

Thank you for your willingness to support Community Theater through service to BrickStreet Theatre!

Describe any previous Board or Committee experience:

Describe any previous Theatre experience:

Please list any groups, organizations or businesses you could serve as a liaison to on behalf of BrickStreet

List any skills or personal attributes that would be helpful to the Theatre

Skills, Experience or Interests (Please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Finance, accounting | <input type="checkbox"/> Public relations, communications |
| <input type="checkbox"/> Personnel, human resources | <input type="checkbox"/> Special events |
| <input type="checkbox"/> Administration, management | <input type="checkbox"/> Grant writing |
| <input type="checkbox"/> Nonprofit experience | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Community service | <input type="checkbox"/> Outreach, advocacy |
| <input type="checkbox"/> Policy development | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Program evaluation | <input type="checkbox"/> Other _____ |

Thank you for your willingness to support Community Theater through service to BrickStreet Theatre!