

Interim Executive Director (Part-Time, 12 Month Contract)

Position Overview

Reporting to the Tir-na-nOg Society Board of Directors, the Interim Executive Director will lead a 12-month transition process to establish a sustainable operational and financial framework for Tir-na-nOg Theatre School. This role is part-time, requiring approximately 6 hours per week, and focuses on strengthening organizational systems, increasing revenue opportunities, and supporting long-term stability.

Primary Objective

To set up an operational framework over a 12-month transition period that enables Tir-na-nOg Theatre School to become financially and operationally sustainable going forward.

Key Responsibilities

Financial Planning & Budgeting

- Review and revise, as needed, the draft financial plan outlined in the Transition & Sustainability Plan (March 27, 2026).
- Collaborate with the Program Director to establish and finalize operating budgets for:
 - The Summer Program
 - The September–June Theatre School season

Program & Facility Coordination

- Work with the Program Director to confirm facility schedules for both summer and regular programming.
- Maximize use of the Tir-na-nOg building by securing fee-paying user groups

Operations & Facilities Management

- Organize a volunteer “Building Refresh” initiative to clean and paint windows by September 1, 2026.
- Ensure consistent cleaning and routine maintenance systems are in place.
- Conduct a building repair and improvement assessment and present findings to the Board by September 1, 2026.

Marketing & Communications

- Strengthen marketing and communications efforts (May–August) to drive enrollment in:
 - Summer programming
 - Regular September–June season
 - External user-group activities
- Recruit and oversee a part-time Communications and Marketing subcontractor, subject to budget and capacity.

Fundraising & Revenue Development

- Identify and apply for project, operational, and capital grants for the 2026–2027 operating year.
- Lay the foundation for an annual donor-directed fundraising program.
- Collaborate with the Program Director to organize one community fundraiser during the fall term.

Governance & Compliance

- Responsible for the administration and overall operations of the theatre school, including filing federal and annual reports, preparing annual financial statements, issuing donation receipts, and supporting general organizational compliance and record-keeping
- Ensure the organization remains legally compliant in all operational areas.
- Confirm adequate insurance coverage, including:
 - Building insurance
 - Liability insurance
 - Directors and Officers insurance
- Attend Board meetings and provide timely updates and reports.

Stakeholder Relations

- Meet with landlord representative to review and, if needed, renegotiate lease terms and associated costs.

Performance Review

A mid-term review will take place approximately four months into the contract (September 2026). Performance will be assessed against pre-established benchmarks, including financial targets derived from the cash flow analysis.

Following this review, the Board will determine whether to continue or terminate the contract for the remaining term.

Applications

Interested candidates are invited to apply or request additional information by contacting the Search Committee at tirnanogsearch@yahoo.com. Applications must be submitted by Monday May 4, 2026.