



## **BOARD MEMBER JOB DESCRIPTION**

### **About Us:**

Founded in 1985, Passage Theatre Company is housed in the historic Mill Hill Playhouse located in Trenton, New Jersey. Passage Theatre Company is committed to creating and producing socially relevant new plays as well as arts programming that mirrors the lived experiences of our community members. Through professional productions, educational programs, and community outreach, we present diverse perspectives and new voices that inspire audiences and invigorate the art of live theatre. Passage focuses on new work to provide a platform to advance and diversify theater. Passage believes in the power of the arts to transform lives.

### **Responsibilities of each member of the Board of Directors:**

- Know the organization's mission, policies, programs, and needs
- Faithfully read and understand the organization's financial statements
- Serve as an active advocate and ambassador for the organization, and fully engage in identifying and securing the financial resources and partnerships necessary for Passage Theatre to advance its mission
- Leverage personal connections, networks, and resources to develop collective action to fully achieve Passage Theatre's mission to benefit the organization's fundraising and reputational standing
- Give a meaningful personal financial donation
- Prepare for, attend, and conscientiously participate in all board meetings. Currently, the Board meets, in person, six (6) times per year, in addition to one (1) annual retreat.
- Faithfully read and understand the organization's financial statements
- Participate fully in at least one standing committee. Committees meet monthly via Zoom.

### **Desired knowledge/skills of a Director of the Board:**

- Demonstrated commitment to promotion of the arts and the mission of Passage Theatre
- Background or knowledge in one or more of the following areas: public education, publicity/marketing, social marketing, strategic planning, finance, accounting, or law is desirable
- Willingness to develop skills related to board responsibilities which includes cultivating and soliciting sources of funding, cultivating and recruiting board members and other volunteers, and reviewing and understanding financial statements.

*Interested candidates should contact Matthew Cooper, Chair of Board Development, at [mattcooper@imap.cc](mailto:mattcooper@imap.cc) with the subject line "JOIN PASSAGE BOARD." Passage is actively seeking individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status or disability.*