

PAUL BUNYAN PLAYHOUSE BOARD MEMBER OPPORTUNITY NOTICE - May 2010

Board of Director Opportunity: This is a three-year volunteer year-around opportunity

Location: Paul Bunyan Playhouse is located in the historic Chief Theatre
314 Beltrami Avenue NW - downtown Bemidji, MN

Member Functions:

The board of the directors of the Paul Bunyan Playhouse operates without an executive director which requires each board member to be a "hands-on member" to help manage all support functions and financial responsibilities of a non-profit 501(c3) Professional Summer Theatre. This also includes securing winter-season rentals, facilitating repairs and the structural management of the historic Chief Theatre building. In addition, the periodic search and hiring of the artistic director and/or box office manager and staff are among the boards' responsibilities.

The Paul Bunyan Board of Directors is seeking to fill outgoing members and additional members to the board, specifically individuals with experience in any of the following areas:

- Advertising and Media Buying
- Bookkeeping
- Event planning and execution
- Facilities handy-man experience
- Facilities rental experience
- Fundraising
- Grant writing
- Graphic Design
- Marketing
- Non-profit management background
- Public relations
- Volunteer coordinator

Compensation: None -all board involvement is volunteer

Application Process: To apply, send your letter of intent, resume and a list of experiences to: Paul Bunyan Playhouse Board of Directors
314 Beltrami Avenue
Bemidji, MN 56601

Applications will be taken until June 30 or until all board positions are filled.

Interview Process: Candidates will be contacted for an interview within three weeks of receipt of application.

We look forward to reading your applications and interviewing with you.
Thank you for your interest in joining the Paul Bunyan Playhouse board of directors.