

TOWN HALL ARTS CENTER

Position Announcement: Board of Directors

The Littleton Town Hall Arts Center is a 501 (c)(3) non-profit organization in its 29th year that seeks to enrich the cultural, social and educational life of the community through professionally produced live theatre, concerts and other cultural experiences and special programming for children.

The Board of Directors for the Town Hall Arts Center will have openings for board members beginning in 2011. We are seeking persons with the following specific backgrounds and/or expertise:

- Marketing and promotion
- Elementary School Teaching or Administration
- Fundraising
- Non-profit board development

To facilitate orientation to our operations and introduction to the persons and issues involved, we encourage potential board candidates to first become active with one of these standing committees: **finance, fundraising, marketing, programming** or **youth programs**. Subsequent application can be made to membership on the board, if appropriate.

Board Member Expectations

1. Has an interest in theatre as an art form.
2. Attends regularly-scheduled board meetings and important related meetings.
3. Regularly attends THAC performances (main stage productions, concerts/events, and children's theatre productions)
4. Makes an annual personal financial contribution to THAC through membership in our Back Stage Donors.
5. Makes serious commitment to participate actively in committee work.
6. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
7. Stays informed about board matters, prepares themselves well for meetings and reviews and comments on minutes and reports.
8. Gets to know other board members and builds a collegial working relationship that contributes to consensus.
9. Is an active participant in the board's annual evaluation and planning efforts.
- 10.. Participates in fund raising for the organization.

Littleton Town Hall Arts Center
Board of Directors Application/Nomination Form

Nominee: _____

Mailing Address: _____

City: _____ State _____ Zip _____

Telephone Number (daytime):(_____) _____ evening):(_____) _____

E-mail address: _____

1. Check as many of the following that apply to the nominee in terms of background, representation or expertise. (Please describe the background or experience of the nominee. Feel free to attach a separate sheet of paper.)

Arts Disciplines

- theatre _____
- dance _____
- music _____
- visual arts _____
- film/video _____

The Community-at-Large

- Business/Finance _____
- Politics/Advocacy _____
- Law _____
- Media/Communications _____
- PR/Marketing _____
- Fundraising _____

Public Schools

- Elementary Education _____
- Secondary Education _____
- Higher Education _____
- Arts Teacher _____
- School Administration _____
- Classroom Teacher _____
- Other Education Related Experience: _____

Arts Community

- Arts Funder/Audience _____
- Arts Organization _____
- Artist _____

:: :: :: Please complete both sides of the application/nomination form :: :: ::

Other Information about Nominee:

- Have attended THAC performances
- Back Stage Donor member
- THAC Season Ticket Holder
- THAC Volunteer
- Previous THAC service _____

2. What does the nominee know about Town Hall Arts Center? _____

3. What other background makes the nominee a strong candidate for a position as a board member?
(For example, what other volunteer positions, applicable work and educational experience, or board
positions has the nominee held?)

4. Why is the nominee interested in a THAC board position?

4. Has the nominee read the guidelines and responsibilities for a board member?
_____ yes _____ no

5. Does the nominee agree to them? _____ yes _____ no

6. If the nominee has a resume, please attach it to this application/nomination form.

*Information regarding person completing this form (if other than the nominee)**

Name _____
Mailing Address _____
City _____ State _____ Zipcode _____
Daytime telephone number _____
E-mail Address _____

*** If nominee is applying directly, please provide 2-3 references (name/contact info).**

Please send this application and attachments to:
Board Development Committee
Town Hall Arts Center
2450 W. Main Street
Littleton, CO 80120
Questions? Call: Nancy Stalf, Executive Director, 303-794-2787 x224; nstalf@townhallartscenter.com