

MANAGEMENT CONSULTANTS FOR THE ARTS

EXECUTIVE SEARCH • PLANNING • ORGANIZATIONAL ANALYSIS

POSITION PROFILE

Executive Director

The Town Hall

OPPORTUNITY

The Town Hall (Town Hall), the storied performance hall in the heart of New York City's theater district, invites applications for its Executive Director position. Combining a deep passion for a broad range of cultural creativity and the desire to shape the next chapter for one of New York City's most celebrated venues, the role will be charged with expanding Town Hall's reach, impact, and importance in the intersection of performing arts, education outreach, and civic engagement. The new Executive Director will serve as the chief executive of this legendary 1,500-seat venue, overseeing a dynamic portfolio of programming that has long brought diverse communities together through music, discourse, and one-of-a-kind performances. At a pivotal moment in the organization's history, the incoming Executive Director will have the opportunity to deeply influence the next chapter of a venue that has served New York City and the world for more than a century, ensuring it remains a vital, vibrant, and accessible gathering place for generations to come.

BACKGROUND

The Town Hall is one of America's great civic and cultural institutions. Founded in 1921 by suffragists and located in the heart of Midtown Manhattan, the venue was built as a space for public discourse and democratic engagement. Its 1,500-seat National Historic Landmark auditorium is renowned for landmark concerts, lectures, political debates, and artistic milestones that have shaped American cultural life. Today, Town Hall presents a wide-ranging calendar of programming — including music of virtually every genre, comedy, spoken word, literary events, education outreach, and civic programming — while maintaining a commitment to the accessibility and community spirit that has defined the institution from its earliest days. The organization is led by a Board of Trustees composed of approximately 15 members who bring expertise, community connection, and a shared commitment to the venue's ongoing mission. The Town Hall operates with a staff of 15 full-time employees and additional contracted professional production and audience services teams on an annual operating budget of approximately \$7 million. To learn more about The Town Hall, visit: <https://www.thetownhall.org>

CURRENT TIMES AND THE FUTURE

Over the past several years, Town Hall's Board of Trustees has been strengthening the organization's governance structures, moving away from a period in which the former Board

President was in effect serving as the organization's CEO to firmly establishing the Executive Director role as the organization's chief executive. The Board has worked with Interim Executive Directors during this transition period and is now positioning the organization to hire a permanent Executive Director. This person will continue to refine balanced financial plans for all of Town Hall's operations and programming while building out a robust fundraising program and a strategic approach to clarifying Town Hall's brand identity within the crowded New York City cultural market. The Board and staff began a strategic planning process in 2025 to refine the organization's mission statement and vision for the next 3-5 years. This work was paused due to leadership changes, but is planned to restart once a permanent Executive Director is in place.

POSITION AND RESPONSIBILITIES

The Executive Director will report directly to The Town Hall's Board of Trustees through the President of the Board. Primary responsibilities and priorities of the Executive Director are:

Visionary Leadership

- Serve as the chief executive and ambassador of The Town Hall, articulating a compelling vision for the institution's future and building broad enthusiasm for that vision among staff, artists, audiences, donors, and civic partners.
- Build a strong development and fundraising strategy that lays the foundation for the future of Town Hall, which will likely include oversight of a significant capital campaign.
- Partner closely with the Board of Trustees to shape Town Hall's long-term strategy.
- Lead with clarity and decisiveness, setting organizational goals and holding the team accountable to budget.
- Establish a positive, high-performance organizational culture that attracts and retains talented staff, fosters collaboration, and reflects Town Hall's values.
- Build on the institution's century-long legacy while identifying new opportunities to evolve and expand its impact in New York City and beyond.

Operations and Administration

- Oversee all day-to-day operations of The Town Hall, including venue management, staffing, financial planning, and administrative systems.
- Build, manage, and develop a high-performing team, ensuring clarity of roles, accountability, and a shared commitment to excellence.
- Oversee and build upon an annual operating budget of approximately \$7 million, maintaining strong financial controls, accurate reporting, and sound long-term strategy.
- Ensure that all venue operations meet the highest standards.
- Manage positive relationships with booking agencies, talent management companies, government officials (i.e., City Council, Borough President, etc.) and labor unions.
- Implement, maintain and strengthen organizational systems and policies that allow Town Hall to operate efficiently and continue to grow.
- Ensure compliance with all applicable federal, state, and local regulations governing nonprofit operations, venue management, and employment.

Community Building and Collaboration

- Serve as a visible and engaged ambassador for Town Hall throughout New York City, in relationships with peer organizations, government agencies, and philanthropic partners.
- Cultivate and steward relationships with individual donors, foundations, government officials, and corporate supporters, working to grow contributed revenue.
- Deepen connections to the communities of New York City, ensuring Town Hall is a welcoming, inclusive, and accessible destination for diverse performers and audiences.
- Work collaboratively with the Board of Trustees, actively supporting the board's working committees and keeping trustees informed, engaged, and equipped advocates.
- Develop and maintain partnerships with peer institutions, cultural organizations, and civic leaders that enhance The Town Hall's profile and impact.

Programming and Legacy

- Provide strategic oversight of Town Hall's programming calendar, working collaboratively with staff to ensure a diverse and compelling season of events that inspires and is aligned with the mission and values of Town Hall.
- Rationalize and strengthen the organization's programming strategy, building a coherent identity that honors Town Hall's legacy while responding to the evolving audience trends.
- Ensure that programming reflects Town Hall's founding commitment to diversity, accessibility and civic engagement, a forum for the ideas and experiences that shape our times.
- Take a keen interest in Town Hall's commitment to education and outreach and provide structure and support to those initiatives.
- Support the evaluation and development of new revenue-generating programming opportunities that expand The Town Hall's reach and financial sustainability.

Town Hall is also seeking the following qualifications, skills, experience, and traits in prospective leaders:

- Deep love for live performance and a commitment to Town Hall's mission and history.
- Significant experience in nonprofit performing arts leadership, with a demonstrated track record of success in executive or senior management roles working with a Board and staff.
- Experience working with presenting organizations, with insight into managing relationships with booking agencies, talent management, and labor unions.
- Strong financial acumen, including experience managing complex nonprofit budgets.
- A track record of decisive leadership and effective team management, with the ability to build a positive and high-performance organizational culture.
- A high degree of emotional intelligence and an approachable, accessible leadership style that commands respect through integrity, transparency, and genuine care for people.
- Familiarity with the New York City arts ecosystem, including its philanthropic community, government funding landscape, and peer cultural institutions.
- An entrepreneurial orientation and the ability to identify and act on opportunities to grow revenue, expand audiences, and strengthen the institution.
- Expected to be based in the New York City area with full-time, in-person engagement.

COMPENSATION AND START DATE

Town Hall endeavors to make a hiring decision by the fourth quarter of 2026, with the selected candidate transitioning into the position by the start of the new year. The salary range starts at \$225,000 annually and includes a full benefit package. The Town Hall is an equal opportunity employer that celebrates diversity and is committed to creating an inclusive environment for all employees. Any offer of employment will be conditional upon satisfactory completion of a background check and reference conversations.

HOW TO APPLY

Shruti Adhar and Jonathan West are the consultants from Management Consultants for the Arts facilitating this search. Interested and qualified candidates should submit the following items for consideration:

- A current résumé
- Cover letter (no more than 1 ½ pages)
- Four professional references

Submissions should be made through Management Consultants for the Arts' website at:

<https://www.mcaonline.com/searches/town-hall-executive-director>