

1. Record Nr.	UNINA9910463225603321
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Titolo	How to run a theatre : a witty, practical and fun guide to arts management // Jim Volz
Pubbl/distr/stampa	London, England : , : Bloomsbury, , [2011] ©2011
ISBN	1-4081-5506-0 1-4081-5505-2
Edizione	[2nd ed.]
Descrizione fisica	1 online resource (248 p.)
Disciplina	792.068
Soggetti	Theater management Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references (p. 220-221) and index.
Nota di contenuto	ACKNOWLEDGEMENTS; CONTENTS; PREFACE; CHAPTER 1; LIFE MANAGEMENT AND THE ARTS; Understanding Human Behavior Is the Key to Successful Arts Administration; Communication; Understanding and Empathy; Strategic Life and Time Management for Savvy Arts Executives; Tools for Time Management; Ten Timely Tips for Savvy Arts Administrators; Twenty Terrible Distractions That Erode Productivity; Thirty Wonderful Ways to Seize Control of Your Own Life; CHAPTER 2; PRODUCERS, ARTISTIC DIRECTORS AND MANAGING DIRECTORS: EXECUTIVE STAFF STRATEGIC PLANNING The Artistic Vision and Producing in America's Non-profit Theatres An Introduction to America's Non-profit Theatre Movement; Beyond Broadway; Non-profits Nationwide; Dramatic Developments; Artistic Visioning, the Artistic Director and the Artistic Team; The Managing Director; The Artistic Director/Managing Director Partnership; Sample Organizational Chart for Non-profit Theatres; A Sampling of Mission and Values Statements from Select Non-profit Theatre Institutions; A Suggested Arts Planning Schedule; Brainstorming and Strategic Vision Twelve Timely Tips for Taking Charge and Endearing Your Theatre to Your Community Fifteen Fabulous Ways to Infuriate Your Community; Season Selection: Savvy Strategies, Sick Tales and Sad Stories; Advice to Arts Leaders Everywhere; Twenty-one Wonderful Ways to Improve Your

Life in the Theatre; In Our Own Words: Seventeen Notes Actors Would Like to Offer Artistic Directors; Creating Ownership: Strategic Tricks of the Trade; Looking for Leaders in the Twenty-first Century: Managers, Oh Managers, Wherefore Art Thou, Managers?  
Notes from Both Sides of the Field: Is There a Crisis in Management Leadership? University Training or Practical Experience?; Graduate Degrees Offer Few Guarantees and Academia Isn't the Only Option; Opportunities in the Field and Beyond; Fifteen Distinctive Graduate Programs in Theatre Management Related Areas; Notable Non-degree Pathways and Arts Leadership Financial Opportunities; CHAPTER 3; BOARD OF TRUSTEE MANAGEMENT AND THE ARTS; The Role of the Non-profit Arts Board of Trustees; Board of Trustee and Executive Staff Relations; Introduction  
General Tips on Board of Trustee and Executive Staff Relations Board Meeting Planning; Organization of the Agenda; Distribution of Board Meeting Minutes; Season Planning, Budget Preparations and Board Communications; Introduction; Season Selection and Budget Planning; Fundraising Planning and Board Communications; A Sample "Board of Trustee Contract" and "Talking Points" Outline for Recruiting New Board Members; Soothing Souls, Funding Dreams and Saving Theatres: National Theatre Leaders Speak Out on Building America's Non-Profit Boards; Who Should be on a Theatre Board?  
What Is the Right Size for a Non-profit Theatre Board of Trustees?

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#### Sommario/riassunto

"All of us in the arts field are hungry to improve our skills in arts management. The grim tenor of the times makes this witty and fun guide even more valuable to us all!" Ben Cameron, Former Executive Director, Theater Communications Group. "Dr. Jim Volz knows how to organize, how to manage, how to motivate, how to assign priorities. In short, he knows how to get the job done." Abe J. Bassett, Former Dean, Indiana University/Purdue University. Jim Volz is one of America's leading theatre consultants with over three decades of work with theatre, dance, music, museum and arts center management

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