**EMPIRE THEATRE & ARTS CENTER**

Advisory Council Application

Thank you for your interest in serving as a member of the Advisory Council of the Empire Theatre & Arts Center (ETAC). Serving on the council is a rewarding experience and an opportunity for personal and professional growth. Completing this form will help you understand the skills and time/resource commitments of this advisory position.

This application will be kept confidential and applications are used by ETAC’s leadership team to identify and evaluate potential advisory council candidates. All new council members are elected by a majority vote of the leadership team.

Please read and complete the application in its entirety. Please return the completed application to the Empire Theatre & Arts Center by email to [empiretac@gmail.com](mailto:empiretac@gmail.com).

**IMPORTANT INFORMATION ABOUT ETAC**

ETAC is a new arts and entertainment facility to be located in Snellville, GA (or in close proximity). ETAC will operate its arts and entertainment facility as a for-profit, limited liability company and will form a separate 501(c)(3) non-profit corporation for its youth programs and training/education component. ETAC’s founders and leadership team are a dedicated group of individuals who share the common vision of bringing quality forms of art and entertainment to the community and creating opportunities for artists and entertainers. The team consists of well-qualified, knowledgeable, and experienced professionals that possess a combination of business and entertainment industry experience that enables the organization to operate effectively without stifling creativity.

ETAC will provide artists, entertainers, and community members with a safe, creative, and collaborative environment to enhance creative abilities and afford growth. ETAC focuses its products and services into five (5) integrated categories:

1) An arts and entertainment facility with spaces for performances, events, and operations

2) A season of new and original theatrical presentations

3) Training and educational programs for adults and children in theatre and film production

4) Support and opportunities to showcase artists and entertainers

5) Youth summer camps and after-school programs.

By offering a variety of products and services, ETAC is able to cater to a diverse market.

MISSION

The mission of the Empire Theatre & Arts Center is to entertain audiences through innovative forms of art and entertainment; to serve as an incubator for creatives and entertainers to connect, grow, and express themselves artistically; and to provide the community with a creative environment for learning and cultural enrichment.

VISION

Through the production of professional, quality shows, events, and educational opportunities, ETAC strives to enrich the greater Gwinnett arts and entertainment community by:

* Providing a broad range of professional, quality theatrical presentations, shows, and events that attract a diverse clientele.
* Being recognized as a thriving arts and entertainment organization that serves as an incubator for artists, entertainers, and the community while offering a safe, creative, and collaborative environment that enhances artistic abilities.
* Offering artists and entertainers a platform to showcase their talent and works of art.
* Affording growth and educational opportunities for artists, entertainers, and the community through training courses and youth programs.

VALUES

We value:

* Excellence – We strive for excellence in each segment of our business and activities.
* Creativity – We nurture creativity, foster new ideas, and encourage originality and authenticity.
* Innovation – We explore new ways of doing things, challenge tradition, and think outside the box.
* Integrity – We do the right thing, even when no one is looking.
* Respect – We treat each other with dignity, respect, and acceptance and foster a harmonious environment.
* Diversity – We embrace diversity and encourage inclusiveness.
* Collaboration – We encourage collaboration to maximize our knowledge and bring greater value to one another and our clientele.
* Knowledge – We pursue and encourage learning and growth to strengthen our knowledge.
* Relationships – We value people and cultivate mutually beneficial relationships.

**ETAC ADVISORY COUNCIL EXPECTATIONS AND RESPONSIBILITIES**

ETAC will form an Advisory Council (“the council”) that will provide guidance and strategic advice on the management of the organization during the start-up phase and during the first year of operation. We will assess and determine the need to continue the council after the first year. We will choose professionals from the community with varied backgrounds so that ETAC may benefit from their distinctive knowledge and experience on different aspects in business management. The council does not have any authority to vote on corporate matters nor do they bear legal fiduciary responsibilities to the organization. Members were asked to commit to serving a one (1) year term. Should the council continue beyond the first year, terms will be staggered, with no member serving more than a three (3) year term.

The focus of the council is on:

* Developing an understanding of ETAC’s business, market, and industry trends
* Providing wise counsel on issues raised by management
* Encouraging and exploring new business ideas
* Monitoring business performance
* Challenging management in ways that could improve business
* Acting as a resource to management
* Supporting ETAC’s initiatives, special events, and fundraising efforts

Council members are expected to:

* Be knowledgeable about ETACs mission, vision, values, and programs
* Serve a minimum of one (1) year term; eligible to serve three (3) year term if council continues beyond the first year
* Regularly attend and participate in council meetings (\*The Council and Leaders will determine meeting schedule.)
* Make a serious commitment to actively participate in Council committee work
* Stay informed about council matters, is prepared for meetings, and actively participates in meetings and activities
* Build a collegial working relationship with ETAC’s leaders and other committee members that contributes to consensus
* Participate in the advancement of ETAC’s strategic plan and other initiatives
* Engage in critical thought and be committed to a vibrant future for the organization
* Understand fiscal implications of decisions
* Be an ambassador for the organization and promote its work in the community
* Participate in fundraising efforts

**EMPIRE THEATRE & ARTS CENTER**

Advisory Candidate Information

*Please complete this application in its entirety to be considered for appointment to Empire Theatre & Arts Center’s Advisory Council. Upon completion, please return to* [*empiretac@gmail.com*](mailto:empiretac@gmail.com)*. Once a decision is made regarding your application, you will be notified.*

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| **Name:** | | **Phone:** Cell       Home       Work | |
| **Address:** | | **City/State:** | **Zip:** |
| **Email:** | | **Number of years lived/worked in area:** | |
| **Company/Employer:** | | **Position/Title:**  Resume attached | |
| **Areas of Expertise:**  *Please mark the areas in which you have experience and/or expertise.* | Accounting/Finance  Actor  Artist  Audio/Visual  Carpentry  Communications  Community Relations  Entertainer  Event and/or Project Management  Fundraising  Grant-writing  Human Resources  Law/Legal  Lighting | Marketing/Promotions  Music  Non-Profit Management  Policy/Procedure Development  Scenic Design  Singer/Vocalist  Strategic Planning  Theatre Management  Volunteer Coordination/Management  Other: Click or tap here to enter text.  Include any relevant details: Click or tap here to enter text. | |
| **Arts/entertainment background/experience:**  Click or tap here to enter text. | | | |
| **Educational background:**  Highest level completed? HS Diploma/GED Associates Bachelors Masters Doctorate  Other: Click or tap here to enter text.  Name of school/college of highest degree: Click or tap here to enter text.  Location: Click or tap here to enter text.  Area of study: Major:Click or tap here to enter text.  Minor: Click or tap here to enter text. | | | |
| **Community organizations/activities/participation**:  Click or tap here to enter text. | | | |
| **Other memberships, achievements, etc.:**  Click or tap here to enter text. | | | |
| **Previous board or committee experience:**  Click or tap here to enter text. | | | |

**Advisory Candidate Questionnaire**

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| --- | --- |
| 1. Why do you want to be a member of the Council? | Click or tap here to enter text. |
| 1. If selected, how do you feel you could contribute to the success of ETAC? | Click or tap here to enter text. |
| 1. Are you comfortable soliciting others for fundraising and support? What experience do you have? | Click or tap here to enter text. |
| 1. What goals and objectives would you seek to achieve if you were appointed? | Click or tap here to enter text. |
| 1. Is there any other information you would like to share which would help ETAC make an informed decision regarding your candidacy? | Click or tap here to enter text. |
| 1. If not selected to serve an appointment to the council, do you have interest in serving as a volunteer at ETAC? | Yes  No |
| 1. Were you referred to ETAC by a staff or Council member? If yes, who referred you? | Name of referral:  Click or tap here to enter text. |

**Applicant statement:** I understand that I am applying for appointment to the Advisory Council for Empire Theatre & Arts Center; that the appointing authority may require an interview prior to consideration for the appointment; that I may be required to meet attendance and training requirements if I am appointed; and that my application will remain of file for consideration for a period of six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all the requirements of the Council for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

Signature Printed Name Date

Please return completed and signed application to: Empire Theatre & Arts Center

[empiretac@gmail.com](mailto:empiretac@gmail.com)

Phone: 470-242-6116

Website: <http://empiretac.weebly.com>

**For ETAC Use Only**

**How did we connect with this applicant?**

Recommendation by a current ETAC staff/management

Recommendation by a current ETAC Council member

External/public advertisement

Other:

Application has been reviewed by the committee Date:

Applicant has been interviewed by the committee Date:

Applicant nominated by committee Yes No Date:

Decision by committee Recommended Not recommended