



Executive Director

Mechanics Hall

Worcester, MA | Spring 2025

Tracy Marshall

EXECUTIVE DIRECTOR, SEARCH PRACTICE

SENIOR VICE PRESIDENT, PRINCIPAL

Development Guild DDI

developmentguild.com

BOSTON | NEW YORK

Mechanics Hall seeks a visionary and dynamic Executive Director to lead a team in delivering unparalleled musical and cultural experiences at an iconic landmark that contributes significantly to the culture of the community.

About Mechanics Hall

Mechanics Hall in Worcester, MA, is a world-renowned historic concert and event venue known for its stunning architecture and world-class acoustics. Built in 1857, it has been deemed by architectural historians the nation's finest pre-Civil War performance hall and is hailed around the globe for its acoustical properties and beauty. The Hall is a cornerstone of the city's cultural life and hosts a wide range of events, including concerts, galas, weddings, and business meetings. The hall is owned and operated by the Worcester County Mechanics Association and is listed in the National Register of Historic Places.

Mechanics Hall has a rich history, with notable appearances and performances from Charles Dickens, Mark Twain, Ella Fitzgerald, Linda Ronstadt, the Chieftains, and Yo-Yo Ma and continues to be a cultural icon in Worcester, offering diverse programming and community outreach. The Hall is also known for its ongoing preservation efforts and recent upgrades to its sound and lighting systems have enhanced the superior performance setting. It has a vibrant community presence, with programs like the Many Voices: Mechanics Hall Youth Singers, which provides a platform for local youth to learn and perform, Brown Bag Concerts, Club 321, a live jazz music series, and Hook Organ performances.



The city of Worcester offers a mix of culture, education, and recreational activities, making it a diverse and enjoyable place to live or visit. Mechanics Hall is a key part of its vibrant cultural scene along with the Worcester Art Museum, The Hanover Theatre for the Performing Arts, the DCU Center, and Tuckerman Concert Hall. The city also is home to several prominent colleges and universities, such as Clark University, Worcester Polytechnic Institute, and College of the Holy Cross, and residents enjoy a variety of diverse restaurants, craft breweries, and the Triple A baseball team the Worcester Red Sox.

Mechanics Hall plays a key role in the Worcester community and the new Executive Director will have the unique opportunity to lead and grow the organization.

For more information about Mechanics Hall, please visit www.mechanicshall.org.

About the Position

Mechanics Hall is searching for a seasoned executive level professional for a strategic, skilled, and passionate approach to lead and strengthen the organization's ability to maintain the historic property and continue to successfully serve the community. Reporting to and in partnership with the Board of Trustees, the Executive Director role is vital to overseeing the organization's vision, growth, and operational and financial health, working closely with the board, staff, and community to ensure the success of the venue's mission.



The Executive Director (ED) is the chief executive officer responsible for the leadership, strategic planning, and overall management of the non-profit performance venue, which also serves as a beloved community gathering place. The ED

ensures that the organization achieves its mission. Reporting to and in partnership with the Board of Trustees, the Executive Director will oversee financial management, program development, event operations, building preservation and maintenance, sales and development efforts, marketing, and community relations.

Key Responsibilities

Leadership & Strategic Planning

- Develop and execute strategic plans that advance the venue's mission, objectives, and impact.
- Lead and inspire staff, volunteers, and the Board of Trustees, fostering a collaborative and transparent environment.
- Evaluate the organization's performance regularly, providing recommendations and implementing adjustments as needed.
- Keep the Board informed of organizational developments, challenges, and successes, ensuring transparency and accountability.

Operational Management

- Manage day-to-day operations with a staff of 15 and 5 direct reports, including financial management, program management, event scheduling, facilities preservation and maintenance, and administrative functions.
- Manage the organizations' budget, monitoring income and expenses, and adjusting plans to align with financial goals. Guide financial planning, budgeting, and reporting to ensure fiscal responsibility and sustainability.
- Establish and enforce policies and procedures to improve organizational efficiency and compliance with legal and regulatory requirements.
- Manage vendor relationships, review, and approve contracts, and oversee maintenance and improvement of facilities.
- Develop and implement a comprehensive fundraising strategy, including grant writing, prospecting, gift solicitation and sponsorship development for individuals, businesses, charitable foundations, and government sources.
- Cultivate and steward relationships with major donors, sponsors, and community partners to secure sustainable funding.
- Recruit and engage the variety of volunteers needed to maintain Hall activities.



Community Engagement and Marketing

- Establish a role as a respected leader in the community.
- Serve as the primary spokesperson for the organization, promoting its mission and programs to diverse audiences.
- Develop partnerships within community organizations and stakeholders to enhance the organization's outreach and relevance.
- Lead marketing and communication strategies, including social media, email campaigns, and website updates, to promote events and programs.
- Represent the organization at community events, networking with potential partners, donors, and attendees.

Board Development and Support

- Work with the 30-member Board of Trustees to support governance, facilitate Board meetings, and keep members informed.
- Assist with board recruitment, orientation, and training to strengthen governance and leadership.
- Collaborate with the Board to ensure alignment on mission, strategy, and operational priorities.

Key Qualifications

- Minimum 5-7 years' experience in a leadership role within a non-profit, arts, music, or performance venue setting.
- Proven experience in fundraising, financial management, and staff leadership.
- Strong understanding of the event and hospitality industry and of the performing arts sector with a commitment to community access and enrichment.
- Exceptional communication, public speaking, and interpersonal skills.
- Demonstrated ability to develop and manage budgets, analyze financial data, and ensure fiscal health.
- Visionary, strategic thinker with the ability to inspire and lead a diverse team.
- Demonstrated ability to manage and empower a highly skilled and widely diverse staff.
- Experienced in community engagement, donor relations, and partnership development.
- Proficiency in fundraising software, project management tools, and marketing platforms is preferred.
- Passionate about historic preservation and value historic perspective.
- Commitment to inclusion in all aspects of the organization.
- Collaborative, adaptable, and resourceful in addressing challenges and opportunities.
- Bachelor's degree in Arts Administration, Non-Profit Management, Business, or a related field preferred.
- This position requires the ability to work flexible hours, including evenings, weekends, and holidays depending on event schedules. The role may involve occasional travel for fundraising or partnership development.



Mechanics Hall is an equal opportunity employer and contractor. We do not discriminate and do take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant on the bases of race, color, religion and creed, gender and gender expression, age, national origin and ancestry, disability, marital status, sexual orientation, military status, veteran status, and any other characteristic protected by law. We recognize the injustice of job discrimination in any form and require the full cooperation of all Mechanics Hall employees to ensure the successful operation of our Equal Employment Opportunity Policy.

This is a full-time, salaried position with a salary range starting at \$115,000 commensurate with experience.

To express interest, please submit your cover letter and resume in confidence [here](#).

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About Development Guild DDI

For 45 years, Development Guild DDI has consulted to leaders across the nonprofit spectrum. We have successfully collaborated with more than 650 clients nationwide in the sectors of health & science, education, environment, the arts, and social justice. We are experts in executive search and fundraising and are at the forefront of delivering best practice in these services.

With each engagement, we work in teams tailored to a client's particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.



