

IA2020 Interview Questionnaire

Date: _____

Organization: _____

Name: _____

Position: _____

Contact Information: _____

History and Mission --- Why

1. What is the history of your organization?

2. Can you briefly describe your organization's mission?
Could you please send us a written copy of it?

3. How does your mission statement address community involvement and residencies?

Community --- Who

4. Describe your community and service area. What is the population and demographic breakdown of the city/area

where your institution is located? What is the economic base?

5. With which organizations in the community do you partner?

6. Which groups in the community do you work with regularly?

7. What is your relationship with the local schools?

8. What is your association with the business community?

9. What is your working relationship with local artists and companies?

10. Are there any other groups in the community (city council, community of faith, etc.) with which the organization is involved?

11. Who are the key players in the community?

12. In your community, for what events do you believe your organization is best known? (Christmas shows, community outreach, programming, etc.)

Facility --- Where

13. How many performance spaces do you use? What size are they?

14. Does your facility have on-site space to conduct residency activities? (Auditorium, classroom, etc.)?

15. Does your organization own and control its own facility?
If not, who owns the facilities you use?

16. Is your facility a multi-use building? If so, how and with whom?

17. How many performance spaces do you use? What size are they?

Organization Profile --- How

18. How long have you been the director at your institution?

19. Briefly describe the organization's operational structure.

20. What is your annual operating budget for the past year?

21. Where do you receive your funding from? What percentage of your income is from ticket sales? Local/State/Federal sources (include grants). Contributions. Endowments. Other sources.

22. What is your organization's marketing strategy?

23. How many staff members are currently employed at your institution?

_____ Full time?
_____ Part time?
_____ Full-time volunteer?
_____ Part-time volunteer?

24. Describe the composition of your staff and key assignments to volunteers.

25. Do you have a board and/or advisory groups? How are they constituted? What are their duties?

26. Which civic groups do you belong to? Rotary, Kiwanis, Chamber of Commerce, etc. How active are you in these groups?

27. Do you have the active support of local government? How does it manifest itself?

Training Issues

28. Rank the following training options on a scale of 1 to 5, with 5 being the greatest need and 1 being the least important need:

- _____ Performance Series
- _____ Community Outreach
- _____ Education Programming K-12
- _____ Volunteer Management
- _____ Board management
- _____ Computer/Technology
- _____ Development/Fundraising
- _____ Marketing/Public Relations
- _____ Administration/Finance

29. Rank your board's training needs on a scale of 1 to 5, with 5 being the greatest need and 1 being the least important need:

- _____ Finance
- _____ Fundraising
- _____ Volunteerism
- _____ Legal Issues for Non-profits

_____ Facility Management
_____ Strategic/Long-Range Planning

30. Do your current methods of providing training for your staff and board meet or address these needs? Explain.

Programming --- What

31. Describe the kind of programming you do. How many events do you do a year? Break them down by genre and attendance.

32. How many residencies do you currently do per season? What is your planning process? What do the residencies involve? What length are they?

Institutional Goals --- What (part II)

Briefly tell me some of your ambitions in the following areas:

33. Programming:

34. Educational Programming:

35. Community Outreach

36. Marketing/Public Relations:

37. Other, please specify:

Notes: