

KAREN TILLER POLIVKA

Career Overview**EXECUTIVE DIRECTOR
HAWAII OPERA THEATRE****December 2003- June 2013**

- Received Highest Possible 4-STAR rating in 2007, 2008 & 2009 for fiscal and organizational management from Charity Navigator, the largest non-profit evaluation firm. Currently only one of five opera companies in the country with this ranking.
- Increased Revenues since 2004 over 1 million dollars annually - a 25% increase, and have maintained a positive fiscal standing over those four years.
- Managed a renovation and move of the administrative offices to a new, more professional and visible home for Hawaii Opera Theatre.
- Currently in planning phase for a new rehearsal hall for Hawaii Opera Theatre.
- Participated in the Governor's Cultural and Business Delegation to China, fostering new cultural partnerships with Chinese universities and cultural entities, leading to an international co-production with companies in China, Canada and the United States with Hawaii Opera Theatre as the lead producer.
- Instituted a campaign with our Marketing and PR Firm to brand the HOT name in the community. We have been consistent in our messaging and have become a recognized organization through our HOT Lover campaign as well as other marketing initiatives.
- Increased programming, expanding offerings with a successful summer season that consistently attracts new, younger and more diverse audiences. This expansion campaign required raising an additional \$3.5 million dollars over the past five-year period.
- Expanded education/outreach initiatives, with 25,000 children served state-wide.
- Successfully produced fully staged opera on Maui in 2007, a first in the history of the state.
- Received a Grant-in-Aid from the State Legislature of \$200,000 through lobbying efforts at the capital, the first such grant awarded to Hawaii Opera Theatre in over 15 years.
- Received NEA funding the last three years... a first in over a decade for the company.
- Has successfully grown and re-shaped the board of directors to include a larger corporate membership. The Board of Trustees is made up of 65 volunteers.
- Organized and implemented a change in box office and development software, increasing capacity and professionalism for both departments.
- Successfully created and launched a newly minted, interactive website for the company in December 2007.
- Streamlined fiscal reporting and improved internal controls... meeting revenue goals and beating expense forecasts.

Duties Include: Oversight and vision in all areas of the company, particularly on the administrative, strategic and board levels. Specific duties include: Oversight of and direct involvement in all Development Efforts: Corporate, Foundation, Individual and Government, Direct oversight of all Marketing, Membership, and Special Events programs; Serve as primary spokesperson for the company, contracting with IATSE and the Local AFM Union; contract negotiation with co-producing theatres as well as production and administrative

personnel, oversight of daily activities at the staff level; budgeting and cash flow analysis on a project and full-company basis. This position has the primary responsibility for planning, funding and execution of organizational capacity and growth, with projects and initiatives that are including in the Strategic Plan 2005-2009. The Executive Director serves as an ex-officio member on the Steering and Repertoire committees and attends all major meetings of the Finance, Development, Marketing, and Facility/ Real Estate, Strategic Planning and Opera Ball Committees.

Managing Director

Music-Theatre Group, New York

November 2001-December 2003

Duties Included: oversight and vision in all areas of the company, particularly on the administrative, strategic and board levels. Specific duties included: Oversight of and direct involvement in all Development Efforts: Corporate, Foundation, Individual and Government- including the writing of high level proposals and fulfilling reporting requirements to government agencies and foundations, direct oversight of all Marketing, Membership, and Special Events programs; contracting with Actor's Equity and the Local AFM Union; contract negotiation with co-producing theatres as well as production and administrative personnel, oversight of daily activities at the staff level; budgeting and cash flow analysis on a project and full-company basis; spearheading the efforts to assess, revitalize, and restructure the Board of Trustees.

General Director

Opera Festival of New Jersey, Princeton

August 1998- October 2001

Duties Included: oversight and vision in all areas of the company, at the artistic, administrative, and board level. Casting, hiring of all artistic, production and administrative personnel, serving as the principal spokesperson to the public and press, cultivation of major individual and corporate donors, writing and presentation of high-level proposals, and serving as an ex-officio member of the board of trustees.

Multiple Management Positions

Opera Memphis, Memphis

May 1992- August 1998

Executive Director

January 1998- August 1998

Duties Included: oversight of all areas of the company, artistic and administrative with the General Director. Other duties included grant writing of all NEA and Tennessee Arts Commission grants, Stage Direction of at least one mainstage show per season, as well as all duties under the heading Co-Executive Director/ Director of Production.

Co-Executive Director/ Director of Production

January 1995-December 1998

Duties Included: oversight of all artistic and production aspects of the company, as well as the every-day running of the office with the other Co-Executive Director. Grant writing, Stage Direction, Casting and Contracting with the General Director, and direct oversight of the education program were also direct responsibilities, as well as all duties under the heading of Director of Production.

Director of Production

May 1992- December 1994

Duties Included: every aspect of producing all mainstage and outreach programs including budgeting, union contract negotiations, contracting of all technical and artistic personnel, supervision of all company housing and travel, marketing and managing scenic rentals, and procuring in-kind services for the production department.

Multiple Positions

Virginia Opera, Norfolk

August 1990- May 1992

Artistic Administrator

June 1991-May 1992

Duties Included: contracting artists, coordination of artist payroll, management of all company travel and travel budgets, securing of visas, audition scheduling, company management on tour, housing of artists, and serving as the assistant to the Associate Artistic Director.

Artist Coordinator

August 1990-May 1991

Duties Included: coordination of all company travel arrangements and artist housing, company management on tour, and serving as assistant to the production, music, and education departments.

Other Professional Experience/ Appointments

Grant Writer/ The Saint Andrew's Schools	2014
Governor's Women's Leadership Conference /Director & Committee Member	2007-2010
50 th Anniversary of Hawaii Statehood/ Director	2009
NEA Onsite Evaluator	1998-2008
Hawaii Humane Society/ Event Committee	2006
Governor's Cultural Mission to China/ Cultural Delegate	2005
Pacific Business News/ 40 Under 40 in Business	2005
Hawaii Community Foundation/ No Child Left Behind	2005
Opera America Annual Conference/ Panel Moderator	1998-2004
Opera America/ Board Member	2000-2002
Art Pride New Jersey/ Board Member	2000-2002
Opera America Onsite Professional Development Consultant	2001
Cross Disciplinary Leadership Conference/ Alton, Ontario	2000
National Association of Teaching Singers/ Philadelphia Conf. Panelist	2000
Tennessee Arts Commission/ Theatre Panel Chairman	1997-1998
Tennessee Bicentennial Commission/ Producer	1996
Tennessee Arts Commission/ Performing Arts Panelist	1995-96
Governor's Conference on the Arts/ Tennessee	1995
Conference on the Book/ Federation of Southern Culture	1994
Project Motion Ballet Company/ Board of Directors	1993-94
Memphis Planned Parenthood/ Teen Theatre Workshop	1992

An accomplished stage director as well as arts administrator, professional opera productions include:

Opera Memphis: *Kiss Me Kate (1993), Madama Butterfly (1994), The Turn of the Screw (1995), Werther (1996), Different Fields(1996), Tosca(1999), Carmen(2000), The Tales of Hoffmann(2001), Cavalleria Rusticana & I Pagliacci (2002), Lucia(2004), Samson and Dalila (2005), Turandot (2007), La Traviata (2008), Madama Butterfly (2010), Aida (2010).*

Opera Festival of New Jersey: *Burning Bright (2000), Orfeo et Eurydice (2001).*

Hawaii Opera Theatre: *Susannah (2005), Tosca (2006), Madama Butterfly (2007), South Pacific (2007), Romeo et Juliette (2008), Carmen (2009), La Boheme (2010), Lucia (2011), The Pearl Fishers (2012), Turandot (2013), Sweeney Todd (2014), Three Decembers (2016), The Turn of the Screw (upcoming)*

San Diego Opera: *Three Decembers (upcoming)*

Volunteerism:

Current

The Joyful Heart Foundation/

National Board Member and Treasurer, Hawaii Hearts Committee, Co-Chair- Joyful Mele 2014 & 2016

Kapiolani Hospital Foundation/ Incoming Board Member 7/2018

Commissioner at Large/ State Foundation on Culture and the Arts (term expires 6/2018)

Wine Committee Chair/ Kama'aina Christmas 2018/ Honolulu Museum of Art

Advisor/ Hawaii Symphony Orchestra

Past

The Hawaii Humane Society/ Tuxes and Tails

The St. Andrew's Schools/ The Queen Emma Ball Co-Chair 2014

Hawaii Opera Theatre/ Act II Event Co-Chair & Volunteer

Hawaii Arts Alliance/ Preis Award Committee Member

PRESENT Project, Artists Residency Kaka'ako/ Founding Committee Consultant

Education: *Bachelor of Arts Degrees in Theatre and History
College of William and Mary, Williamsburg, VA*