



Old Town Playhouse Artistic Director

REPORTS TO: Executive Director

PURPOSE OF POSITION: The Artistic Director oversees the artistic selection, quality, and productions for the Playhouse.

PRIMARY RESPONSIBILITIES

Artistic Leadership and Selection

- Maintain a working knowledge of significant developments and trends in the field.
- Research and recommend productions that fit the mission of the Playhouse and are financially viable.
- Lead the Artistic Committee to create a series of shows that serve the Playhouse's mission and community.

Artistic Quality and teamwork

- Responsible for artistic quality of all productions.
- Provide leadership in all aspects of the theatre's production processes to continuously improve productivity and overall experience for volunteers and patrons.
- Provide leadership for production meetings. Keep a watchful eye on the artistic vision and quality outcome.
- Serves as a leadership resource for volunteer Directors and provides coaching to Directors and Cast when needed to ensure the best possible performance of all productions.
- Oversee all tech chairs and show directors. Participate in rehearsals on a consistent basis and provide feedback.
- Oversee, in collaboration with volunteer Directors, auditions and casting.
- Ensure and set the highest standards possible with all productions and events while maintaining a positive and safe environment.
- Work closely with the Education Manager and recommend adult class opportunities and instructors.
- Assume directorial responsibility when necessary for show directors in the event of emergencies.

Production logistics

- Engage in the procurement of licenses, scripts, and scores.
- Develop show information for the season marketing.
- Coordinate and ensure that show details & needs are disseminated in the organization.
- Work with Marketing Manager on promotions of shows. Provide artistic language about shows and events for promotional purposes.
- Assist in developing season budgets. Manage and oversee the artistic budgets.
- Other duties as assigned by the Executive Director



REPORTS

- Resource Production Manager reports to this position.

QUALIFICATIONS

- Minimum Undergraduate Degree in theatre, performing arts and/or equivalent work experience.
- Minimum of 10 years' experience directing, producing theatre programming.
- Excellent multi-tasking and time management skills.
- Excellent oral and written skills.
- Strong presentation skills.
- Strong attention to detail and accuracy.
- Strong budget management skills.
- Understanding of all aspects of a producing theatre including design and technical operations.
- Ability and willingness to inspire, coach and/or mentor artists.
- Ability and passion to work inclusively with all ages and diverse populations.
- Experience in conflict resolution and creating a collaborative environment.