

## **Duluth Playhouse**

### **Artistic Director/NorShor Theatre**

#### **Job Description**

The Artistic Director of the NorShor Theatre is responsible for conceiving, developing, and implementing the artistic vision and standards, and leads decision making for the ongoing development of the aesthetic values and activities. This position will oversee all aspects of artistic production. The AD will research, assess and select performances, recruit actors and creative staff, supervise production manager and calendars, work collaboratively with other artistic directors on staff, and manage budgets. The Artistic Director reports to the Executive Director.

#### **Main Responsibilities:**

- Hire, supervise, and evaluate artistic personnel including directors, performers, designers, and stage managers.
- Provide leadership in all aspects of the theatre's production processes to continuously improve productivity, cost-efficiency, and the overall experience.
- Develop, implement, and evaluate all programming in the season at the NorShor Theatre. This includes main series, concert series, film series, special events, and touring groups.
- Ensure and set the highest standards possible with all productions and events while maintaining a positive and safe work environment.
- Research theatres and productions around the world for future programming consideration.
- Organize and lead the season selection committee to create a series of artistic activities that serve the Playhouse mission and community.
- Work collaboratively with Resident Music Director to select musicals and create music events; approve number of musicians, rehearsal schedules, and contractual fees.
- Directs 2 shows a season for the main series.
- Organize and oversee all auditions. Attend auditions, supervise the process, and consult with directors on casting.
- Negotiate all creative salaries. Work together with Production Manager on season's design staff; ensure contracts have been issued.
- Directly responsible for performer and director contracts and negotiations.
- Engage in the procurement of licenses, scripts, scores for all NorShor activities.
- Provide leadership for production meetings. Ensure process is on track and artistic needs are being addressed. Keeps a watchful eye on the artistic vision and quality outcome. Approve designs together with show directors.
- Participate in rehearsals for guest directors; provide feedback during rehearsals.
- Assume directorial responsibilities, when necessary, for show directors in the event of emergencies.
- Work closely and collaboratively with Underground Artistic Director and Family Theatre Artistic Director to develop complimentary seasons and offer ongoing support and advice for the artistic excellence and advancement for the Playhouse organization.
- Work closely with Education Director and recommend adult class opportunities and instructors.
- Hire, supervise, and evaluate Production Manager. Offer support and supervision for Technical Staff.
- Supervise the maintenance of procedures and manuals for technical and production staff.
- Work with Executive Director to create annual budgets.

- Manage and oversee the artistic budgets for the NorShor including royalties, production budgets, and personnel.
- Approve, book and/or create additional artistic programming to meet vision and goals for the NorShor Theatre.
- Provide leadership and artistic guidance and support for outside users of the NorShor for a smooth and successful process.
- Foster and develop good relationships and community collaborations with other cultural organizations.
- Work with Marketing Director to promote shows and activities. Provide artistic language about shows and events for promotional purposes.
- Be a spokesperson for the organization via speaking engagements, public and social appearances, fundraisers, and solicitations.
- Assist Executive Director with grants; provide content, research, and clarity of projects/needs.
- Be actively involved in fundraisers and promotional activities; procure entertainment as needed.
- Report to the Board of Directors with updates on artistic activities.

### **Requirements and Qualifications**

- Undergraduate Degree in theatre, performing arts, and/or equivalent work experience.
- Minimum of 10 years experiences directing, producing theatre programming, teaching.
- Excellent multi-tasking and time management skills.
- Excellent oral and written skills.
- Strong presentation skills in public setting.
- Strong attention to detail and accuracy.
- Strong budget management skills.
- Understanding of all aspects in producing theatre including basic 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.
- Experience in fundraising efforts.

### **Physical Demands**

This job requires an agile person that can participate in team facility physical organization and artistic/production needs.

### **Work Environment**

The office environment is interactive, very fast-paced, and tightly connected between departments. Candidate should be comfortable with spontaneous meetings and participate in cooperative and collaborative discussions and meetings for ultimate organizational results.

### **Salary and Benefits**

Salary is commensurate with experience. Benefits include health/life insurance and standard employee vacation days and personal days-off.