

Job title	Director of Artistic Programming
Reports to	Executive Director

JOB PURPOSE

Under the direction of the Executive Director, responsible for conceiving, developing, and implementing the artistic vision and focus of the organization, and translate it into creative programming utilizing the performing arts as the platform. This individual will have oversight of the yearly productions, camps and classes, and community collaborations.

DUTIES AND RESPONSIBILITIES

Oversight of Yearly Productions:

- Provide direction and framework of DW core values as related to productions.
- Work with Play Reading Committee and Guest Directors to facilitate the show selection process.
- Secure rights, royalties and scripts for all productions
- Recruit, hire, supervise and evaluate guest directors.
- Supervise Costume Coordinator and Technical Director
- Coordinate the artistic elements of each production with Guest Director, Technical Director and Costume Coordinator.
- Assist with auditions and casting if needed.
- Assist with the recruitment and supervision of production volunteers.
- May direct one or more annual productions as schedule allows.

Camps/Classes/Workshops:

- Provide direction and framework of DW core values as related to camps and classes.
- Work with Programming Committee to develop and schedule slate of camps and classes.
- Recruit, hire, supervise and evaluate qualified Teaching Artists.
- Supervise summer camp intern.
- Oversee camp scholarship program: applications and awards.
- Supervise teen camp counselors.
- Identify and develop outreach opportunities which take DreamWrights' programs beyond the theatre and into the community.
- Teach onsite and offsite classes and workshops for students of all ages.

Community Collaborations:

- Coordinate special events that attract residents of the greater York community to DreamWrights.
- Represent DreamWrights at fairs and community events.

- Act as a spokesperson for the DreamWrights' artistic programs through speaking engagements, and at fundraising events and donor solicitations, as requested.
- Develop strong partnerships with other community organizations by participating in meetings and joint activities where appropriate.
- Create opportunities to advance DreamWrights' mission through collaborations with community groups and organizations.
- Actively participate in social gatherings at the theatre and in the community to connect with DreamWrights' volunteers and members of the community.

Management and Administration:

- Assist the Executive Director with budget development for all programming areas.
- Track and report revenues and expenses related to all productions and camps and classes.
- Coordinate the scheduling of all program related activities.
- Adhere to DW by laws, policies and procedures.

Qualifications

Education and Experience: Bachelor's Degree in Theatre or related subject area or minimum of 2 years of relevant work experience in the field;

Key Competencies:

- Ability to work with, mentor and engage volunteers of all ages.
- Demonstrated creativity in developing production and education programming in the performing arts arena.
- Flexibility and the ability to simultaneously manage multiple projects.
- Strong verbal and written communication skills.
- Ability to work in a collaborative learning environment that emphasizes the creative process as well as the final product.
- Committed to continuing education.
- Familiarity or willingness to learn Microsoft Office platforms and Arts People ticketing, registration and database system.

WORKING CONDITIONS

Evening and weekend work required.

DIRECT REPORTS

Guest Directors
 Costume Coordinator
 Technical Director
 Summer Camp Intern
 Teaching Artists

ADA - CHECKLIST FOR PHYSICAL ACTIVITIES & REQUIREMENTS, VISUAL ACUITY, AND WORKING CONDITIONS OF THE POSITION

TITLE: _____

POSITION #: _____

1.	The physical activity of this position.
A.	<i>Climbing. Ascending or descending ladders, stairs, ramps, using feet and legs and/or hands and arms.</i>
B.	<i>Stooping. Bending body downward and forward by bending spine at the waist.</i>
C.	<i>Kneeling. Bending legs at knee to come to a rest on knee or knees.</i>
D.	<i>Crouching. Bending the body downward and forward by bending leg and spine.</i>
E.	<i>Reaching. Extending hand(s) and arm(s) in any direction.</i>
F.	<i>Standing. Particularly for sustained periods of time.</i>
G.	<i>Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.</i>
H.	<i>Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</i>
I.	<i>Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</i>
J.	<i>Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position maximum of 25lbs.</i>
K.	<i>Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.</i>
L.	<i>Grasping. Applying pressure to an object with the fingers and palm.</i>
M.	<i>Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.</i>
N.	<i>Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i>
O.	<i>Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i>
P.	<i>Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.</i>
2.	The physical requirements of this position.
A.	<i>Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</i>
3.	The visual acuity requirements including color, depth perception, and field vision.
A.	<i>The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices;</i>

		<i>and/or assembly or fabrication parts at distances close to the eyes.</i>
4.		<i>The conditions the worker will be subject to in this position.</i>
	A.	<i>None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)</i>