

Job title	Artistic Director
Reports to	Executive Director

JOB PURPOSE

In collaboration with 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 and educational camp and class programming. FT salaried position.

DUTIES AND RESPONSIBILITIES

Oversight of Yearly Productions:

- Provide direction and framework of DW core values as related to productions.
- Select an annual season of plays and musicals for both mainstage and studio.
- Create annual production calendar to include auditions, callbacks, production team meetings, rehearsals and performance dates, production headshots, promotional photos and production photography.
- Secure licensing and oversee royalty payments for all productions.
- Supervise Costume Coordinator and Technical Director
- Recruit, supervise, and mentor volunteer Guest Directors, Music Directors, Choreographers, Costume Designers, Properties Designers, Production Stage Managers and Assistant Stage Managers.
- Coordinate the artistic elements of each production with all members of the Production Teams.
- Assist with auditions, callbacks and casting.
- Direct three or more annual productions as schedule allows.
- Create and provide continuing education opportunities for Guest Directors.
- Collaborate with Marketing Coordinator to prepare all audition scheduling, audition forms and materials, rehearsal and crew schedules, callback and casting information.
- Collaborate with Marketing Coordinator to publicize and promote all productions.
- Coordinate with Office Administrator on production team contacts, code of conduct, and background checks.
- Review content for weekly Company emails and send to Office Administrator for messaging.
- Represent DreamWrights as welcome spokesperson at Information Sessions at start of each production.
- Secure television appearances on Fox43. Work with Producer, actors, and all members of the production team to ensure smooth process.
- Create content for annual brochure and other production related marketing pieces.

Education - Camps/Classes/Workshops:

- Provide direction and framework of DW core values as related to camps, classes and workshops.
- Develop and schedule annual slate of camps, classes and workshops.
- Share professional expertise by teaching onsite and offsite classes and workshops for students of all ages as schedule allows.
- Recruit, supervise and evaluate qualified Teaching Artists.
- Oversee camp scholarship program: applications and awards.
- Supervise teen camp counselors.

Community Collaborations:

- Act as a spokesperson for the DreamWrights' artistic programs through speaking engagements, and at fundraising events and donor solicitations, as requested.
- Foster the development of good relations with other community organizations by participating in meetings and joint activities where appropriate.
- Identify potential outreach opportunities that take DreamWrights' programs beyond the theatre and into the community.

Management and Administration:

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

DIRECT REPORTS

Costume Coordinator
Technical Director
Guest Directors
Music Directors
Choreographers
Production Stage Managers
Assistant Stage Managers
Scenic Designers
Costume Designers
Properties Designers
Teaching Artists

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.

ADA - CHECKLIST FOR PHYSICAL ACTIVITIES & REQUIREMENTS, VISUAL ACUITY, AND WORKING CONDITIONS OF THE POSITION	
1.	<i>The physical activity of this position.</i>
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</i>

		<i>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.		<i>The physical requirements of this position.</i>
	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.		<i>The visual acuity requirements including color, depth perception, and field vision.</i>
	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; 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>