

RIVERSIDE THEATRE

Job Title: Artistic Director
Reports To: Riverside Theatre Board of Directors
Date: January 2018

Position Summary

The Artistic Director (AD) is responsible for conceiving, developing, and implementing the artistic vision and focus of the Theatre. This is a full-time position. The Artistic Director's duties include the following:

Artistic Leadership and Management

- Leads and oversees all artistic programming.
- Acts, directs, designs, or provides special artistic support in at least three Riverside Theatre productions per season.
- Auditions/interviews, supervises and evaluates all artistic and production staff.
- Selects the performance season with the Producing Director and Development Director within operational budgets that balance high quality professional programming with available resources.
- Promotes artistic growth through selection of personally challenging artistic work, attendance at annual NNPN showcases and other conferences as possible.
- Maintains relationships with other theatres and professional organizations including National New Play Network and Theatre Communications Group.
- Represents the Theatre for public speaking engagements, social events and arts meetings in collaboration with the Development Director (serves as the "face" of the Theatre).

Strategy and Planning

- Develops short and long-term strategic plan(s) including implementation, progress and reports.
- Prepares annual operational budget for artistic and educational programming; oversees production budgets.
- Reviews show revenue projections developed by Producing Director.
- Engages and energizes volunteers, board members, committees, partnering organizations, and funders.
- Reports monthly to the Board of Directors and works as needed with all Board committees.

Fundraising

- Participates in the development of the fundraising plan in collaboration with the Development Director and Board of Directors to assure the fiscal health of the organization.
- Participates in fundraising activities, donor development, grant seeking and grant reporting as requested by Development Director.
- Strengthens the Theatre's brand utilizing current and future communication mediums.
- Collaborates with the Development Director to maintain a clear marketing plan using organizational resources.

Program Development and Implementation

- Develops, designs, and delivers all program initiatives assuring the goals and objectives are aligned with the strategic plan.
- Administers the administrative components of all program services in collaboration with the Producing Director, including artist contract negotiations, contract and grant reporting, and contracted work.

- Develops educational programming including classes, Will Power outreach to schools, or other education-based co-production opportunities in conjunction with the Executive Director.

Salary: \$40-45K based on experience.

To apply: Please send a letter of application including contact information for three professional references and a copy of your resume to Carolyn Russell Wallace, carolyn.dazi.russell@gmail.com.

Applications will be accepted through April 15, 2018. No phone calls, please.

Riverside Theatre
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www.riversidetheatre.org