

Artistic Director

The Artistic Director leads the workshop team to create a positive musical theater experience for youth by providing an educational and fun environment for them to develop their theater skills. The Artistic Director is in charge of creating and executing the artistic vision of the production by interpreting the script, casting the production, collaborating with the costumers, as well as planning and guiding rehearsals. The Artistic Director oversees the production, supervises all logistics and operations related to the production, and works closely with all production staff and volunteers.

Experience Requirements:

- Directing a full-scale theater production
- Working with youth of varying skill levels
- Musical theater and directing experience
- Theatre programs for youth, highly desired

The Artistic Director shall have a positive and enthusiastic spirit, creative vision, flexibility to multi-task and solve problems, excellent written and verbal communication skills, strong leadership skills, and effective organizational skills. This position also requires the strong capability and desire to work in a team environment.

Duties and Responsibilities:

- Assists in hiring the workshop team
- Holds auditions to select cast roles
- Fosters a positive environment where youth are able to express their creativity, develop their talent and build confidence
- Plans and attends production meetings
- Collaborates with the Stage Manager to coordinate production plans, script changes and overall production design
- Collaborates with the Musical Director to determine the execution of the production's musical numbers
- Collaborates with the Choreographer to design dance steps and routines for the audition and cast dance roles
- Collaborates with the Costumers to design and/or create quality costumes that reflects the Director's overall vision for the performance.

- Collaborates with the technical crew which may consist of lighting, sound and set design
- Blocks the production's entrances and exits, provides stage directions and cues to actors during rehearsals and performances as necessary
- Organizes and leads rehearsals, prepares detailed notes for the cast and for the production teams; resolves any issues that arise in rehearsals
- Helps to publicize the production by giving interviews
- Reports to the Board of Directors on a regular basis

- Supervises and evaluates artistic and technical personnel

- Supervises the maintenance of written procedures manual for technical and production staff

- Ability to work with or learn Google Docs, Dropbox or any other software deemed necessary

- Ability to use social media platforms