

Theater Alliance of Washington DC is looking for a Producing Artistic Director to continue and build upon the legacy of developing, producing, and presenting socially-conscious, thought-provoking work that fully engages the community in active dialogue.

THEATER ALLIANCE OF WASHINGTON DC

Theater Alliance was founded in 1993 as a community theater and made the transition to a professional company in 2001. Theater Alliance began with the distinct goal of producing work that would illuminate the experiences, philosophies, and interests of DC's diverse populations. For a decade, Theater Alliance's home and performance space was the H Street Playhouse.

In 2012, under the new leadership of Producing Artistic Director Colin Hovde, Theater Alliance began a new chapter with a refocused mission: to develop, produce, and present socially conscious, thought-provoking work that fully engages our community in active dialogue. The company moved from H Street to become the resident theater company of the Anacostia Playhouse, presenting its first full season there in 2013.

POSITION SUMMARY:

The Producing Artistic Director (PAD) reports to the Board of Directors (BOD) and is responsible for:

- setting and fulfilling the artistic and operational vision of the Company,
- serving as the Company's primary fundraiser, and
- representing and promoting the Company to external constituents at all levels.

The PAD also serves as the organization's Executive Director, the chief executive position in the organization. The PAD, along with the BOD, has direct responsibility to achieve the organization's mission to develop, produce, and present socially conscious, thought-provoking work that fully engages our community in active dialogue. As a catalyst for innovation and diversity, Theater Alliance is among DC's pre-eminent theater companies, one that consistently produces thought-provoking and socially pertinent work, uniting audiences of all backgrounds through the power of creative presentation and participation. Ultimately, the PAD is responsible for achieving these key objectives.

ESSENTIAL RESPONSIBILITIES:

Artistic & Production

- Select the season and programming;
- Direct, at minimum, one play each Season.
- Supervise and support outside directors who direct the other plays of the season;
- Supervise all productions of the company;
- Represent the Company at industry conferences, as approved by the BOD and the budget, such as TCG, NNPN, etc.;
- Scout for new scripts and talent;
- Staff all public performances and events, ensure successful post-show discussions.

Administrative

- Provide staffing support to the BOD in its oversight and governance role, recruitment of new members and other advisors, and to keep policies and procedures up to date;
- Participate in BOD meetings, coordinate and participate in strategic planning.

Financial Management and Human Resources

- Develop and oversee execution of the annual operating budget in cooperation with the BOD;
- Negotiate contracts;
- Supervise and manage staff, contractors, consultants, interns and volunteers in cooperation with the General Manager;
- Cultivate a working environment that promotes the development and retention of the highest quality Board, staff and artistic talent;
- Ensure company activities comply with applicable municipal and federal regulations.

Development

- Serve as the Company's primary fundraiser by cultivating individual, government, foundation and corporate donors, participating in grant and report-writing; maintaining strong funder relationships with funders;
- Ensure successful fundraising through annual appeals, marketing and collateral pieces and relationship development

Marketing & Consensus Organizing

- Cultivate strategic partnerships through public and grassroots appearances to promote the Company;
- Cultivate group and single ticket sales;
- Work with graphic designer and staff to develop visual identities for productions and marketing.

General office:

Theater Alliance operates with a staff of three. Employees support daily office functions including:

- Database management and administrative tasks like mailings and correspondence: input, maintenance, and reporting;
- Answer phones, check and return messages, and take ticket orders;
- Maintain office, lobby, theater, bathrooms, cleanliness, including taking out trash and recycling;
- Maintain communications and relationship with facility owner .

Additional Responsibilities

- Establish effective safety and security programs for staff, artists and audiences;
- Ensure the company provides equal opportunity in all activities regardless of race, sex, age, disability, national origin, religion, sexual orientation, or other protected characteristics.

QUALIFICATIONS

- Experience leading theatrical production teams;
- Experience engaging in financial development activities
- Strong record of progressive theater experience and achievement;
- Demonstrated experience developing new theatrical works;
- Strong dedication to, networks and experience partnering with communities that are traditionally under-resourced and under represented.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of the regional and national artistic communities;
- Excellent time management skills;
- Strong communication skills – both oral and written;
- Strong financial accounting and management skills including budgeting;
- Strong strategic and analytical skills, with the ability to interpret information quickly and accurately and to implement directives;
- Considerable knowledge of casting agents, actors, designers and directors in Washington DC ;
- Extensive knowledge of theatrical union contracts (Actors Equity Association, Society of Directors and Choreographers, American Federation of Musicians, United Scenic Artists);
- Experience engaging community partner reflecting a diaspora of orientations and worldviews.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear in English. The employee is frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Compensation

Theater Alliance offers competitive salary and benefits package commensurate with experience.

To Apply

Please email a cover letter and resume in one document in PDF to **Board@theateralliance.com**

Or mail to:

Theater Alliance
ATTN: Search Committee
2020 Shannon Pl SE, Washington DC 20020

Deadline: Open until filled, but applications received by August 15th will receive priority consideration. If selected for an interview, candidates will be asked to prepare a sample season and one paragraph of director's notes over a proposed production

Theater Alliance is committed to ensuring equal employment, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, gender expression, sexual orientation, predisposing genetic characteristics, marital status, familial status, veteran status, military status, domestic violence victim status, or criminal conviction status.

Theater Alliance will maintain the confidentiality of information provided by all applicants.