



Job Description: Associate Artistic Director

Reports to: Artistic Director

Job Summary:

The Associate Artistic Director works directly with the Artistic Director to deliver an exciting season of programming that “starts the conversations that matter”. They manage the day to day operations of the Artistic Department, oversee casting and scouting activities, serve as lead producer for TO’s “Made in Atlanta” new work program, and as associate producer for Mainstage productions. The AAD also leads TO’s community engagement activities, managing relationships with key community partners and expanding the work of TO’s mission beyond the mainstage. They will be a key voice in season planning, and an ambassador for the theatre and our work both locally and nationally. Additional opportunities are available to direct/perform/design in the season, depending on skill set.

We are looking for someone who leads with authenticity and integrity, and values working collaboratively as part of a tight knit team. While the job is particularly suited for candidates with a producing or directing background, we are open to applications from across the field of theatre and can tailor the position for the right candidate.

Job Responsibilities:

Artistic Administration/General Producing

- Participate in Season planning, including reading scripts, and generating ideas for production
- Assist AD, MD, GM, and PM with the creation of annual budget and Season calendar
- Communicate directly with playwrights, literary agents, producers and other theatre peers
- Serve as key artistic support “in the room” for tech rehearsals and previews of main stage productions
- Oversee Understudy program, and ensure we have sufficient cover for all main stage performances
- Train and manage artistic apprentices and interns
- With the support of our apprentices, manage and maintain artistic digital files
- Support marketing, education, and development activities as appropriate
- Participate in short term and long-term institutional planning

New Work Producer

- Serve as lead producer on the “Made in Atlanta” new work program
- Manage budget, calendar, and other details of individual workshops, commissions, and events
- Develop pipeline of potential projects, and run submission processes for all programs
- Serve as a key voice in programming for all new work activities
- Coordinate logistical details, such as out of town travel etc.

Community Engagement

- Assist MD, AD and board in developing multi-tier community engagement program
- Develop connections in advance of launching school tour and workshops in 2021/22 season
- Serve as key point of contact for Community Partners and other friends of TO
- Produce wrap-around programming as appropriate (including post show talk backs, pre-show events, artist conversations etc.)
- Identify ways we can build community beyond the work on stage

Casting Director

- Regularly scout local talent by attending productions and Atlanta Unified auditions
- Manage all details of Equity Principal Auditions, Season, and general auditions
- Serve as point of contact for incoming artists (including directors, musical directors, choreographers etc.) communicating dates and auditions details
- Cast performers for all New Work activities and special events

Qualifications:

- Demonstrated experience as a producer, including familiarity with budgets, calendars, and union contracts
- Familiarity with the artistic process at a leading regional theatre
- Exceptional communication skills
- An ability to work well under pressure, staying organized, motivated, and focused
- A passion for community engagement and mission driven work

Compensation: \$40,000 - \$45,000 annual salary + health insurance

To Apply: Email cover letter and resume to Hiring@TheatricalOutfit.org by September 1, 2020.