



WAUKESHA CIVIC THEATRE



Managing Artistic Director Job Description as of June 2018

The Managing Artistic Director is responsible for guiding the artistic excellence and growth of the theatre, for maintaining financial responsibility and security, and for working to make the theatre a visible and vital resource in the daily life of the community.

Responsible to the WCT Board of Directors

Specific Responsibilities

1. Schedule and manage facility calendar
2. **Production Responsibilities** including but not limited to the following:
 - a. Direct a minimum of one show each season.
 - b. Cover other directing responsibilities as needed.
 - c. Schedule and manage the production calendar.
 - d. Develop and maintain, with assistance of Production Volunteer Coordinators, a resource pool of production volunteers. Develop and maintain a similar pool of directors, designers, choreographers, music directors, and actors.
 - e. Recruit Production Coordinators and oversee their work as necessary.
 - f. Produce the shows including hiring, supervising as needed, and evaluating artistic personnel.
 - g. Monitor production expenditures so they stay within the budget.
 - h. Monitor facility usage during rehearsals, enforcing WCT policies as necessary.
3. **Presenting Responsibilities** including but not limited to identifying and contracting with outside performance artists, groups, organizations, etc.
4. **Facility Rental Responsibilities**
5. **Administrative Responsibilities** including but not limited to the following:
 - a. Advise and serve on the Play Advisory Committee.
 - b. In consultation with the WCT Staff and the Finance Committee, monitor, manage, and prepare the budget.
 - c. Oversee all salaried and hourly staff.
 - d. In consultation with the Technical Director, the Production and Non-Production Volunteer Coordinators, and the Office Manager, do the following:
 - i. Annually prepare/review and systematically implement short and long range goals
 - ii. Submit an annual report to the Board detailing progress made in attaining goals, in formulating new goals, and in identifying any goals to be addressed during the coming season.

- e. Provide leadership in the planning and execution of all marketing and promotional materials to ensure consistency and accuracy of image (e.g. press releases, radio ads, Scenario newsletter, cast and crew letters, posters, handbills, brochures, season ticket catalogue, newspaper coverage)
 - f. Prepare a monthly report for the Board of Directors. Attend monthly Board meetings.
 - g. Represent the theatre at local, state, and/or national level.
 - h. Prepare other reports as requested by the Board of Directors.
6. Fund Raising Responsibilities including but not limited to the following:
- a. Engage in fund-raising activities including but not limited to those described below. In monthly report to Board, include a description of these activities and other matters pertaining to financial health of the theatre.
 - b. Support Board Directors and Marketing Director in seeking opportunities to speak on behalf of the theatre before business, educational and civic groups. Present the theatre as the kind of visible and vital community resource that these groups will want to support.
 - c. Support Board Directors and Marketing Director in establishing a network of fund raising contacts by scheduling personal meetings with business and corporate officers and with philanthropic organizations and/or individuals. Actively solicit funds as appropriate.
 - d. Review grant proposals and their submissions.

Qualifications

- 1. Strong leadership skills with good communication and management ability especially in arts administration
- 2. BA in theatre or equivalent required, MA or equivalent experience preferred
- 3. Ability to create and follow a long-range strategic plan
- 4. Ability to create and follow a budget
- 5. Ability to create and manage programming
- 6. Motivational skills
- 7. Positive, enthusiastic, energetic personality
- 8. Public speaking skills/experience

Position is Full-time on an annual salary