

POSITION SUMMARY:

The Artistic Director is responsible for conceiving, developing, and implementing the artistic and community building vision and focus of Near West Theatre's mission. In collaboration with the Managing Director, the Artistic Director will also participate in major decisions about the ongoing development and delivery of the organization's mission, values and activities, with input from NWT staff, stakeholders, and the community. NWT's Artistic Director must be a compassionate, passionate, and dynamic leader with extensive experience producing high quality musical theatre while facilitating an individual and communal transformational process with people of diverse racial, ethnic, economic, sexual, and spiritual backgrounds.

KEY RESPONSIBILITIES:

Productions / Mainstage Season:

- Directs, at minimum, two shows per season and acts as choreographer, music director, or assistant director for remaining shows
- Secures mainstage choreographers, and musical directors for all shows and additional directors for shows which s/he is not lead director
- Provides direct supervision and oversight to all production staff
- Researches and selects shows for upcoming seasons in partnership with the Associate Artistic Director and Managing Director
- In collaboration with the production manager, secures or approves all show directors, designers, and paid crew members
- Oversees and monitors all auditions, weighs in and approves all casting decisions, and seeks the feedback of others while casting own shows
- Has ultimate oversight over productions and works with the individual directors as needed
- Oversight on all production schedules and calendars, ensuring enough time and planning can occur within a strategic and collaborative environment
- Fiercely advocates for and embraces NWT's mission of casting non-traditionally and creatively
- Must adhere to NWT's commitment of blending individual and community skill-building exercises and traditions into rehearsal schedules
- Works with production team to create visibility for all NWT programs
- Develops and implements external programs and performances to better build relationships and awareness in the Detroit Shoreway community

Education / Programs:

- Provides supervision and oversight to program managers, curriculum, activities and outcomes for participants.
- Responsible for the timely submission of reports, documentation, and assessments from program managers and teaching artists.
- Responsible for staffing and training for all program facilitators
- Aligns all programs to mission and overall production season

- Works with production team to create opportunities for exposure for participants and programs on the mainstage
- Develops and implements external programs and performances to better build relationships and awareness in the Detroit Shoreway community

Administrative, Special Events, & Fund Development

- Conducts annual performance reviews for all direct reports
- Responsible for the timely submission of reports, documentation, and assessments from program managers and teaching artists
- Works closely with Managing Director to develop and adhere to budgets (production and program related) and advance organization goals
- Ability and desire to represent the organization and mission externally
- Attends and reports at Board meetings
- Oversees documentation and reporting of outcomes to ensure organization financial sustainability
- Coordinates annual benefit production, acquiring production team and talent
- Responsible for entertainment on all company functions including donor events
- Works closely with, and provides final approval to the Marketing Manager to advance goals through digital and collateral materials
- Provides direction, oversight, and final approval on all production artwork for the season

REQUIRED SKILLS:

- A commitment to the values and mission of the organization
- An understanding of music direction, choreography and/or technical theatre
- A natural and welcoming leader and mentor with a commitment to community building
- Ability and passion to work inclusively with all ages and diverse populations
- Passion for community, social activism, and civic engagement
- Experience staging large productions (40-60 people)
- Experience in conflict resolution and facilitating conversations about art and healing
- Ability to develop skills and knowledge for our participants
- Excellence in writing, messaging and communications.
- Proficiency in messaging using the voice and brand of the organization.
- Ability to multi-task and manage time effectively.
- Strong attention to detail and accuracy
- Proficiency Microsoft Windows, Microsoft Office Suite, Basecamp (or other task management platform)

REQUIREMENT:

B.A. in theatre, musical theatre, music, dance or other related fields required.

EXPERIENCE:

Minimum of 7 years experience in theatre production as a director (employee or freelance). Experience with multiple ages, populations and abilities preferred.

JOB CLASSIFICATION:

This is a Full-Time, exempt position with many evening and weekend responsibilities. NWT offers a salary commensurate with qualifications and experience.

PHYSICAL:

Normal or corrected vision and manual dexterity sufficient to perform work on a personal computer and other office equipment such as a copy machine and computer printer. Must be comfortable working in many environments. Long hours particularly during

Applications are due by February 15th and should be sent to Brant Duda at bduda@strategydesignpartners.com<mailto:bduda@strategydesignpartners.com>.