



## ARTISTIC DIRECTOR JOB DESCRIPTION

The Artistic Director of the Black Hills Community Theatre serves as the artistic leader of the organization and is responsible for the quality of all its programs as well as the planning and production of those programs. The Artistic Director works under the direct supervisor of the Executive Director and helps supervise an artistic staff including Technical Director, Assistant Technical Director, Costume Shop Manager and Education and Outreach Director. The Artistic Director also had the prime responsibility for recruiting community volunteers to fill all production teams for BHCT events.

### I. ARTISTIC PLANNING AND PRODUCTION SUPPORT

- A. Serve as chairperson for the Play Selection Committee to determine Mainstage and Dinner Theatre shows.
  1. Schedule and lead meetings.
  2. Research potential shows and performances.
  3. Prepare upcoming Proposed Seasons for Board approval.
- B. Plan and implement a series of play readings, occasional special theatrical events or propose other alternative programming.
- C. Create and maintain a master calendar for each production. Oversee to ensure all deadlines in every aspect of production are being met.
- D. Develop Individual Production Budgets based on annual budgets developed jointly with Executive Director and approved by Board of Directors.
  1. Maintain production contracts with Publishing Houses for each production. Research pricing and ensure contracts are correct.
  2. Approve purchases for every production: Props, scripts, costumes, rentals, etc.
  3. Create list of Stipends (Production Honoraria) based on production budget, and give to Executive Director and/or bookkeeper for check production.
  4. Regularly inform the Executive Director of production costs in accordance to budgetary limits.
- E. Hire Production Teams for each production: Stage Director, Music Director, Choreographer, Stage Manager, Orchestra Conductor, Set Designer, Costume Designer, Lighting Designer, Sound Designer, Props Master, Board Operators, Spotlight Operators, and Offstage Hands.
- F. Direct several productions each year, and, based on other areas of expertise s/he has, be prepared to fill-in other production staff roles when necessary.
- G. Oversee casting of mainstage shows and other projects with the directors.
- H. Oversee the recruiting and training of production volunteers in cooperation with the technical and costume staff.

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- I. Work with Production Teams/Personnel of each production to develop concept, expectations, and monitor rehearsals, technical production schedules.
- J. Schedule and Chair production meetings for each team/production. Attend all meetings.
- K. Periodically attend rehearsals for each production, especially during “Tech Week” to ensure productivity and offer any assistance.
- L. Prepare and lay out all printed programs for each show.
- M. Regularly attend performances of each BHCT production.

### **II. MARKETING AND PUBLIC RELATIONS**

- A. Serve as a public representative of Black Hills Community Theatre to effectively communicate the Mission and Vision of the organization.
- B. Attend marketing Committee meetings to provide creative input into marketing concepts for every event.
- C. Provide information and copy for productions for media releases and advertising.
- D. Record, or coordinate recording, of all radio spots and audio for video ads.
- E. Make television, radio, and internet appearances on behalf of BHCT.
- F. Assist in production of Season Brochure, Show Logos, Playbill, Posters, Postcards, etc., with marketing firm and designers.
- G. Coordinate all publicity photo shoots (i.e. organize actors and applicable designers costumes, sets, et. al.) for promotional photo/videos in advance of production openings.
- H. Maintain up-to-date content on BHCT’s website, including details of shows, cast and crew lists, audition dates and information, et. al.
- I. Create and post content for BHCT’s Facebook page related to the “behind the scenes” elements of BHCT productions and additional content relevant to the BHCT season.
- J. Help write and present Curtain Speeches for each production.

### **III. EDUCATION AND OUTREACH**

- A. Assist and advise the Education and Outreach Director as needed.
- B. Teach outreach workshops several times per year and make special appearances at Cherry Street Players and Well One Players classes or in-school class workshops.

### **IV. FUNDRAISING**

- A. Serve on Dinner Theatre Committee.
- B. Oversee production for the Dinner Theatre: Production Team, Cast, and Technical Crew.
- C. At the discretion of the Executive Director, assist with the following:
  - a. Participate in other fundraising activities such as appearances at donor events.
  - b. Occasionally participate in donor solicitation meetings.

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### V. GENERAL ADMINISTRATIVE DUTIES

- A. Prepare and submit a monthly report to be presented to the Board of Directors.
- B. Attend Board Meetings and other committee meetings as requested by the Executive Director.

### VI. QUALIFICATIONS:

The Ideal Candidate Will Have:

- Direct experience producing and directing theatrical productions in a community or professional setting.
- Enthusiasm for community theatre and helping volunteers learn and grow.
- Experience teaching a wide variety of theatrical arts including acting, singing, dancing, stage management, etc.
- A working knowledge of all other design and technical aspects of theatrical performance.
- Strong interpersonal communication, customer service and organizational skills.
- Demonstrated ability to manage multiple and on-going projects to achieve the highest standards within the time, human resource and budgetary constraints available.
- Strong computer skills including MS Word and Excel, Social Media, et. al.

### VII. WORK HOURS:

The Artistic Director is a fulltime employee. The work hours are flexible including evenings, weekends, and holidays in addition to regular office hours.

**Salary is commensurate with experience. BHCT has a group medical plan.**

#### TO APPLY:

Send resume, cover letter that illustrate producing and directing experience and any other relevant theatrical skill sets to [executive@bhct.org](mailto:executive@bhct.org)

Finalists will be asked to submit references and portfolio materials as well as submit to a criminal background check (because the Performing Arts Center of Rapid City, BHCT's home, is housed in a public school facility).

See [www.bhct.org](http://www.bhct.org) for more information.