



Sample Job Description

Please note that job descriptions vary considerably from theatre to theatre. This one is based on an actual job description for a community theatre, and therefore should be edited to match the needs of a particular company.

Poorhouse Players
ARTISTIC/MANAGING DIRECTOR
Job Description & Duties

Summary: This position is responsible for interpreting script, directing technicians, and conducting rehearsals to create stage presentations. This position is also responsible for generating, with Board of Directors approval, programming activities which maintain or improve the artistic and educational quality of the theatre in a fiscally responsible manner. In addition, this position is responsible for the day-to-day operations of the theatre in such a manner that artistic responsibilities will not overshadow managing responsibilities by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Coordinates activities of regular personnel and volunteer staff members to ensure efficient operation and to promote patronage of the theatre. Conducts periodic performance appraisals with regular personnel and reports observations to the Personnel Committee.

Manages the financial business and maintains operational and historical records of the theatre. Develops an annual budget for operation of all theatre activities for approval of the Board of Directors. Prepares and monitors theatre schedules and budget, and reports the financial condition of the theatre to the Board of Directors on a monthly basis.

Working with Long-Range Planning Committee, prepare schedule/activities for implementation of long-range plan for the theatre.

Confers with Play Reading Committee and books stage attractions designed to meet tastes of the community/patrons. Directs productions, and secures paid/volunteer guest directors for selected productions.

Confers with Stage Manager to coordinate production plans, script changes, overall production design, and secures production space.

Designs actors' blocking, entrances, and exits.

Rehearses cast in individual roles to elicit best possible performance. Selects cast members and Stage Manager.

Suggests changes such as voice and movement, to develop and enhance performance.

Approves scenic and costume designs, sound, special effects, and choreography.

Makes public appearances, solicits advertisements and donations from individuals, business and community groups on behalf of the theatre.

Responsible for theatre publicity and public relations. Meets/greets patrons at performances, securing their comfort and safety while inside the theatre.

Directs workers in making alterations to and repair of the physical facility.

Maintains relationships with regional, state, and national theatre organizations.

Researches grant opportunities for the theatre.

Acts as liaison between the Board of Directors and staff members.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree (BA) from four-year college or university with emphasis on stage production/theatre management; or two to four years related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read, analyze, and interpret stage productions. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to patrons, public groups, and/or the Board of Directors.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Other Skills and Abilities:

Ability to work with specific computer software.

Physical Demands: The physical demands described here are representatives 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 frequently required to sit. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and color vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Comments:

The above statements reflect the general qualifications, duties and/or responsibilities, necessary to identify the job and are not necessarily intended to set forth all of the specific requirements of the job or position.