

ARTISTIC DIRECTOR

Job Title: Artistic Director
FLSA Status: Exempt
Department: Executive Leadership
Reports to: Executive Director
Direct Reports: Production and Education Teams

JOB SUMMARY

The Grand Rapids Civic Theatre seeks a dynamic mission-driven Artistic Director. The Artistic Director's (AD) key mission is to set the artistic and creative vision for Civic Theatre, ensuring that the productions and processes are of the highest possible quality and that the organization is fostering a culture of inclusiveness and belonging. The AD continually assesses, improves upon, and models the Civic Theatre's Mission, Vision, and Core Values within the community.

DUTIES

The following list provides an overview of the AD's current duties and responsibilities. As the AD and the organization grow and evolve, responsibilities may be added, modified, or removed.

PRIMARY RESPONSIBILITIES

These are the areas for which the AD is the LEAD staff member responsible for execution.

- Oversee processes and products for all programming within the organization: Mainstage Productions, Ten for All Playwriting Festival, Education Programming, Partner Programming, and Programming related to Development/Marketing to ensure high overall quality, best practices, inclusive procedures, and clear/transparent processes. (30%)
- Develops strategy and leads execution of the Season Selection process and new program development, aligning the process with the overall vision and direction of the organization's strategic plan. (10%)
- Develops a hiring, training, and evaluation process for independent contractors (Directors, Stage Managers, Choreographers, Music Directors, Designers, etc.), ensuring they understand the culture, processes, and expectations of the organization and continually looking to bring new artists and voices to the table. (10%)
- Evaluate and update other production-related processes and procedures, continually looking for ways to improve and provide opportunities for inclusion and belonging. (10%)
- Lead joint programming when collaborating with community partners to develop programming. (10%)

ARTISTIC EXPECTATIONS (15%)

- Each Season, the AD will direct 2-4 Civic Theatre productions.
- Prepare incidental showcase and entertainment for 1-3 special events each season.

SUPPORT AND COLLABORATIVE RESPONSIBILITIES (15%)

These are areas in which the AD offers support and works collaboratively with another member of the staff who serves as the lead.

- Collaborate with all members of the Management team to lead internal communications and meetings with a focus on creating a positive, inclusive, and efficient work environment.

Develops a yearly staff and organization evaluation process leading to actionable suggestions for personal and organizational growth. (Shared with Executive Director and Board HR Committee).

- Supports the organization's strategic plan to ensure that programming, staffing, and future plans align with the clearly stated mission and goals of the organization. Creates regular touchpoints with stakeholders to measure progress and reassess plans as needed.
- Shares Board communication and strategic plan responsibilities with the Executive Director. Key Liaison for the Education Committee. (Shared with Director of Education and Outreach).
- Supports the Executive Director during the budgeting process, offering suggestions and input as requested.
- Assists and supports the planning and execution of the volunteer recruitment, training, and retention processes across the organization.
- Supports the Marketing and Development efforts by offering input and programmatic elements when needed.
- Supports the organization's fundraising efforts by meeting and nurturing relationships with donors and foundations.

Requirements:

- Minimum Undergraduate Degree or Equivalent Experience in Theatre or compatible field. (Advanced Degree/Equivalent Experience Preferred.)
- 5+ Years experience producing large-scale theatre, especially large musicals, and theatrical events.
- 5+ Years managing a staff of full-time employees and/or contractors.
- Basic knowledge of technical theatre.
- Onsite Role – while some offsite planning and project time can be utilized, the bulk of the role will be accomplished onsite at GRCT.
- Additional proficiencies: although not requirements, candidates with proficiency in any of the following area(s) are encouraged to highlight these experiences in their application materials: Experience in professional and educational theatre, arts education, arts management, business management, and/or fundraising.

Attributes:

- Applies critical thinking, logic, and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- History of using good judgment and decision-making processes considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Excellent multi-tasking, time management, and organization skills.
- Experience and skill in resolving conflicts in a positive manner.
- Foster and participate in a positive, inclusive, and efficient work environment.
- Ability to motivate, support, and encourage others.
- Growth mindset approach to problem-solving.

Attributes (Continued):

- Collaborative spirit in all interactions with staff, contractors, and volunteers.
- Deadline Driven.
- Enthusiastic about learning new skills.
- Values mentorship and education when working with staff, volunteers, and students.
- Ability to delegate and oversee projects.
- Strong public speaking and presentation skills.
- Strong written and verbal communication skills.
- Strong listening and comprehension skills.
- Near and Far Vision.

Compensation:

- This is a year-round, full-time exempt position.
- Annual Salary Range: \$50-60,000
- Medical, Dental, and Vision Insurance selections underwritten at 80-100% of plan cost.
- Paid time off
- Parking subsidy
- Access to other benefits

Grand Rapids Civic Theatre is an Equal Opportunity Employer.

The Grand Rapids Civic Theatre provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

How to Apply:

Interested applicants should send a cover letter, resume, and work samples (via email, google drive, website link, etc.) to jobs@william-charles.com. In the subject line please type: Artistic Director Application 2023.

Civic will begin reviewing applications on July 1 and continue until the position is filled. The start date is negotiable: August 2023 and Spring 2024

About Grand Rapids Civic Theatre

Established in 1926, the Grand Rapids Civic Theatre and School of Theatre Arts is one of the oldest and largest community theatres in the nation. We are in the heart of our community in Downtown Grand Rapids, Michigan, and are one of the pillars of the performing arts and cultural fabric of our community. www.grct.org

MISSION, VISION, CORE VALUES

OUR MISSION

Inspire creativity and personal growth, **Illuminate** our common humanity, and **Ignite** connection across our community...through the power of Theatre Arts.

OUR VISION

We imagine a future where GRCT is a...

- **Nationally recognized** community theatre with **broad educational and performance offerings**.
- **Highly valued community asset** activating innovative **arts partnerships**.
- A **Theatre** that **invests in local artists**, where **everyone** feels a **sense of belonging**.

OUR CORE VALUES

- **Excellence** Pursue our work passionately; aim for the highest standard.
- **Inclusion** Create a space where everyone feels valued and included.
- **Collaboration** Partner with others, foster connections and seek feedback.
- **Integrity** Be honest, transparent, and ethical in everything we do.
- **Innovation** Try new ways of doing things; improve every day.

Diversity, Equity, and Inclusion

We are committed to embedding diversity, equity, and inclusion into everything we do for our staff, volunteers, and guests, and that we contribute to the broader arts community.

OUR HISTORY

Born in the Roaring Twenties, the “Civic Players” began producing four plays annually in the St. Cecilia Auditorium in downtown Grand Rapids, Michigan. In 1935, the organization officially changed its name to the Grand Rapids Civic Theatre, and soon had over 1,600 season ticket holders and drew audiences of over 4,000 to each of six shows annually. The theatre continued to maintain itself through decades of economic and social changes.

During the 1960s, the Civic Theatre experienced unprecedented growth and emerged as one of the country’s strongest community theatres. By the end of the decade, in a cooperative venture with the Grand Rapids Public Schools, the Civic began offering theatre classes to young people and further strengthened its position in the community.

Today, the Grand Rapids Civic Theatre and School of Theatre Arts is the 5th largest community theatre in the country. We produce nine mainstage productions each year with the help of over 800 talented volunteers who do everything from singing, dancing, and acting to building sets, sewing, ushering, and so much more.

The School of Theatre Arts has grown to become one of the largest and most respected community theatre education programs in the country. We provide excellent training in all aspects of theatre life for over 1,600 students annually. Civic’s education programming prepares students for lifelong participation in the live theatre arts, often inspiring professional careers in all areas of theatre production.

About Grand Rapids, Michigan

Grand Rapids, Michigan is the second largest city in Michigan and is the arts and cultural center of the entire West Michigan region. Grand Rapids Civic Theatre joins the Grand Rapids Symphony, Circle Theatre, the Grand Rapids Ballet, Broadway Grand Rapids, and Opera Grand Rapids as the premiere performing arts organizations in the community. A history in logging and furniture manufacturing has given way to bustling modern industries like health care, education, and manufacturing for the automotive and aviation industries, among others. Grand Rapids is home to an exciting culinary scene, with new and different restaurants, breweries, distilleries, and wineries opening regularly. A comparatively low cost of living, exceptional public schools, expansive public lands and parks, and wonderful natural resources have earned Grand Rapids the distinction of having exceptionally high “quality of life” ratings.

More about Grand Rapids: <https://www.experiencegr.com/media/grand-rapids-fact-sheet/>

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