



Job Description: Artistic Director (Full-Time)

Reports to: Executive Director

Supervises: All production department staff (including contracted artists, technicians, and consultants)

Every employee of Garden Theatre is expected, with no exception, to behave, communicate, and present themselves in a positive, professional, and respectful manner toward customers, vendors, partners, and fellow team members at all times.

POSITION SUMMARY:

The Artistic Director is responsible for conceiving, developing, and implementing the artistic vision and focus of the organization, and will also participate in major decisions about the ongoing development and delivery of the organization's mission, values, and activities with input from GT leadership, staff, and the community partners. With the Executive Director and Director of Patron Development, they form the senior leadership team to strategically and operationally lead the organization. The Artistic Director must be a compassionate, passionate, and dynamic leader with extensive experience in producing high-quality theatre and events while facilitating an individual and communal transformational process with people of diverse racial, ethnic, economic, sexual, and educational backgrounds.

ABOUT GARDEN THEATRE:

The Garden Theatre (GT) is a historic theatre located in downtown Winter Garden, Florida. Now celebrating its 11th season, GT has become the third largest non-profit theatre company in Central Florida and has established itself as a professional theatre with an increasing regional impact. GT offers high quality, professional entertainment encompassing a theatrical season including new works and classics, special engagements with internationally-acclaimed companies, interactive movie experiences, and educational programs that have a lasting impact on students of all ages.

MISSION STATEMENT:

Inspire a discovery through theatrical experiences that are innovative, impactful, and inclusive

RESPONSIBILITIES

ARTISTIC DIRECTOR

- Develop, articulate, and deliver season programming in line with the theater's mission and vision within given resources;
- Ensure the organization sets and maintains the highest standards possible in all of its productions and events while maintaining a positive and safe work environment;
- Oversee all productions by closely collaborating and communicating with each production and by providing strong leadership for each director (director, choreographer, music director, etc.);
- Serve as a director on multiple productions each season as needed;
- Attend, or lead when necessary, production meetings for each project to ensure each discussion is creative, collaborative, and productive for the entire team;



- Research theatres and productions around the county and abroad for future programming consideration;
- Engage in the negotiation and procurement of licenses, stage rights, scripts, and scores on behalf of the theatre;
- Select and secure creative team members for all production and events, including but not limited to show directors, choreographers, music directors, and designers in collaboration with Executive Director;
- Participate actively in rehearsals, approve designs together with assigned show directors, and provide feedback during rehearsals;
- Assume directorial responsibilities, when necessary, for show directors in the event of emergencies;
- Be responsible for each casting process from auditions to contracting;
- Facilitate smooth planning and execution of all events by non-Garden Theatre groups.

MANAGEMENT OF PRODUCTION DEPARTMENT

- Oversee the production teams, show director, and stage manager to develop rehearsal and production schedules in a timely manner each season;
- Work with production teams to set audition dates and rehearsal dates/hours in conjunction with the show director, music director, and choreographer;
- Be responsible for scheduling additional productions, events, and collaborations as deemed in the best interest of the Theatre;
- Oversee and maintain the highest quality of all artistic output of the theatre, including but not limited to theatre productions, concerts, screenings, and other special events;
- Develop annual production budget in collaboration with Production Manager, and serve as the advocate for fiscally responsible decisions that promote consistency and fairness while maintaining quality on stage;
- Provide leadership in all aspects of the theatre's production processes to continuously improve productivity, cost-efficiency, and experience;
- Hire, supervise, and evaluate key production personnel including Production Manager and Technical Director in collaboration with Executive Director;
- Conduct annual performance reviews of all direct-reports;
- Negotiate weekly or season salaries and oversee the preparation and execution of all creative personnel contracts and termination of such; and
- Supervise the maintenance of written procedure manuals for technical and production staff.

EXTERNAL RELATIONS/PARTNERSHIPS/OTHER ADMINISTRATIVE DUTIES

- Along with the Executive Director, serve as the face of the organization and as a spokesperson to all people about the mission, vision, needs, and accomplishments of the company internally and externally;
- Develop partnerships with other arts organizations and individual artists regionally and nationally;
- Work with Marketing, Development, and/or Patron Development Teams to create artistic language about each production and event at the theatre for use in fundraising and promotional materials;
- Be actively involved in the fundraising and promotional activities of the theatre; and,
- Be an active member of the senior staff interacting directly with the Board of Directors and community partners when necessary; and,
- Report to the Board on plans, updates, progress, and results of artistic operations when necessary.



REQUIREMENTS AND QUALIFICATIONS

- Undergraduate Degree in theatre, performing arts, liberal arts, and/or equivalent work experience;
- Minimum of 10+ years in directing, producing, theatrical programming and/or closely related field;
- Excellent multi-tasking and time management skills;
- Excellent oral and written communication skills;
- Strong presentation skills in a public setting;
- Strong attention to detail and accuracy;
- Strong budget management skills;
- Understanding of all aspects in producing theatre including basics in design and technical operations;
- Understanding of how to develop/work with new works at various stages;
- Ability and willingness to inspire, guide, coach, and/or mentor members of our team;
- Ability and passion to work inclusively with all ages and diverse populations;
- Experience in conflict resolution and creating a collaborative work environment;
- Understanding of programming trends in regional and national theatre markets;
- Experience in casting multiple projects at once through traditional auditions and untraditional methods;
- Experience in working with union contracts (Actors Equity Association, Society of Directors and Choreographers, American Federation of Musicians, United Scenic Artists, etc.); and
- Proficiency Microsoft Office Suite and or/ Mac OS

PREFERRED CAPABILITIES

- Background in nonprofit arts organizations;
- Previous leadership experience;
- Experience in working with multiple age groups and populations;
- Experience in teaching an area of theatre arts in a classroom setting; and
- Experience in fundraising efforts.

TO APPLY

- Please send a cover letter and resume/CV via email to ADsearch@gardentheatre.org
- Please include "**Artistic Director**" in the subject line.

Garden Theatre strives to be an equal opportunity employer and is strongly committed to creating a diverse and inclusive environment where a variety of backgrounds, cultures, orientations, ideas, and talents can flourish.

We will maintain the confidentiality of information provided by all applicants.