



Associate Artistic Director

Job Title: Associate Artistic Director
Department: Artistic

Reports To: Artistic Director

Artistic Responsibilities:

- Responsible for directing 3 assigned productions per season.
- Serve as team director for mainstage production of *A Christmas Carol*.
- Participate as a member of the play reading Committee.
- Select, schedule, and oversee NOW LAB productions and events.
- Oversee the Directing Fellowship Program
- Coordinate with artistic director/marketing director to develop and implement marketing ideas for season productions.
- Coordinate with Artistic Director/Director of Education to grow the education department through developing new programming for community members of all ages and abilities.
- Work with OCP staff members to educate Omaha community about season productions, special events, and educational initiatives.
- Duties as assigned.

Outreach Responsibilities

- Promote and participate in collaborative efforts throughout the community.
- Connect with and cultivate new theatrical voices in the community.
- Foster good relations with other cultural organizations by participating in meetings and join activities when appropriate.
- Ensure OCP visibility with Theatre Arts Guild, Great Plain Theatre Conference, Nebraska Arts Council, and American Association of Community Theatre (AACT).

- Serve as Playhouse representative for monthly meetings for educational organizations in the Omaha area as needed.
- Maintain NOW LAB/Directing Fellowship link of the Playhouse website. Includes posting and updating information throughout the season.
- Lead or participate in pre/post-show talk backs and conversations.
- Create and facilitate educational workshops.
- Support the Playhouse's DEIA efforts. This position will help to achieve equity, diversity, inclusion, and accessibility goals by developing inclusive practices and policies throughout all education and community engagement initiatives.
- Duties as assigned.

Administrative Responsibilities

- Attend Staff Meetings, and any other pertinent meetings as scheduled.
- Assist as needed in obtaining and negotiating rights and fees for season productions.
- Prepare and implement NOW LAB budget.
- Prepare and implement Directing Fellowship budget.
- Collaborate with Development Office on the research, completion, and evaluation of all grants/funding opportunities.
- Encourage professional growth among staff members and departments.
- In cooperation with the Artistic Director, Director of Education and Director of Inclusion and Community Engagement, establish goals/programming for the Education Department and its employees.
- Coordinate all administrative needs of the Directing Fellowship Program.
- Assist with scheduling and production needs for Sensory-Friendly Mobile Theater Program.
- Duties as assigned.

Qualifications:

- A minimum of five years of directing experience.
- A background in educational theater and teaching of theater concepts.

- The ability to manage multiple projects simultaneously and meet deadlines independently with a high degree of accuracy and attention to detail
- Enthusiasm for working with performers of varying degrees of experience.
- Ability to work nights and weekends.
- Contribute to an inclusive environment and culture where everyone feels a sense of belonging.
- Share the values of the Omaha Community Playhouse, which include inclusivity, artistic and educational impact, excellence, stewardship, and community.

Salary Range

\$54,363 to \$74,393

Updated 11/02/22