



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. Serve as the co-leader of the community council.
- 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:
\$58,656 to \$68,250

Updated 08/2023