

**Gloucester Stage Company, Inc.**  
**ARTISTIC DIRECTOR**  
*Job Description*

**Purpose and Scope**

The purpose of this document is to establish the job requirements, duties, and responsibilities of the Artistic Director. The Artistic Director is the senior creative leader and decision maker for Gloucester Stage Company. Reporting to the Board of Directors, the Artistic and Managing Directors are equal executives of Gloucester Stage, working collaboratively to lead the organization.

**Responsibilities**

The Artistic Director is responsible for guiding the creative vision of the Gloucester Stage Company (GSC) and growing the cultural impact of mission-based programming on Boston's North Shore through the following:

1. Furthering the theater's strategic mission, working collectively with the Managing Director and Board of Directors, toward the long term artistic vision and goals of the organization.
2. Curating Season programming selections to achieve strategic goals, increase audience engagement, advance Equity, Diversity and Inclusion (EDI) & Anti-Racism action plans, and develop work that has future life across the national theater landscape
3. Directing, casting, and employing production and artistic staff to produce an array of productions, educational programming, special events and fundraisers throughout the season within the confines of budget and capacity.
4. Serving as spokesperson for the Gloucester Stage Company and maintaining a regional and national presence as an arts leader in both the theater/performing arts sectors and new works development communities.

**Specific Duties**

The Artistic Director shall rely on experience and judgment to plan and perform a variety of complicated tasks in which a wide degree of creativity and latitude is necessary. The specific duties and responsibilities of the position are broken down as follows:

1. Producing & Play Development
2. Casting & Human Resources
3. Public Relations & Institutional Identity
4. Advocacy & Fundraising

**1. Producing & Play Development:**

- Ongoing reading at a high volume plays to be considered for season & for play reading series.
- Choosing a selection of plays for the season with an emphasis on diverse and under-represented voices. Keeping abreast of what is current (Broadway, West End, UK, Asia, Africa, South America, New Voices) and in line with company culture, aesthetic, and mission.

- Analyzing show revenue potential and participate in season selection with Managing Director.
- Researching and selecting Never Dark series of performances. Contacting and engaging Never Dark artists and tracking their production needs.
- Choosing and hiring Directors and Designers for each production - 5 full stage productions, 5 Never Darks and 4-5 staged readings.
- Managing expectations of all guest artists and communicating housing/travel needs to Company Manager.
- Building positive working relationships with all licensing agents, Actors' Equity Association (AEA), Stage Directors & Choreographers Society (SDC), and United Scenic Artists (USA), maintaining compliance and participating in all AEA New England Area Theatres (NEAT) negotiations.
- Working with Production Manager and Stage Management Staff to find and schedule rehearsal space for all programs.
- Meeting with playwrights, actors, directors, and museum curators, to discuss future projects and/or collaborations at GSC.
- Conducting ongoing communication and partnership with the Managing Director focusing on all aspects of the theater and its healthy financial life as well as staff issues, programming, budgets, housing, marketing, hiring, fundraising, etc. The MD contributes to decision-making on choosing the season and on hiring practices and safety (COVID) issues and advises AD throughout on budget, spending and company culture.
- Guiding directors during the rehearsal process (attending rehearsals) - if needed - and offering support and guidance during tech, and through the opening of each show. Monitoring the quality of each production during the course of its run, assuring understudies are prepared for performance at short notice. Keeping abreast of production issues through rehearsal/performance reports and directing communication.
- Analyzing show revenue potential and participate in season selection with Managing Director.

## **2. Casting & Human Relations:**

- Conducting a search through audition notices (AEA, Broadway World, Stage Source, Playbill, etc.) as well as soliciting connections in the industry and attending showcases at the college level for actors for the season. This includes both Equity and Non-equity actors as well as finding understudies to cover all roles.
- Reviewing as many as 1000 videos each season submitted for consideration for casting. Casting includes ongoing communication with 5 directors, charting their casting needs and designer choices, scheduling regular zoom meetings with them, soliciting audition tapes, and organizing and scheduling zoom first-call auditions and callbacks for each show. Ongoing record keeping and charting of hiring progress.
- Contacting and maintaining communication with actors throughout the casting process, providing accurate information (salaries), tracking housing and transportation needs, union status, scheduling conflicts, etc. Establishing actor connection with the theater staff once casting is accomplished.
- Continuing the search for BIPOC & LGBTQ actors, directors, designers, and playwrights through networking, attending shows, and word of mouth. Ongoing community engagement and record keeping.
- Interviewing a roster of potential apprentices and choosing (with the staff) candidates for 7 slots in the Apprentice Program. Programming the Directing Apprentice summer agenda for maximum benefit for that candidate, ongoing meetings and review with that candidate.

**3. Public Relations & Institutional Identity:** In collaboration with the Public Relations Director

- Collaborate with other staff on the creation of content for inclusion in season brochure, house programs, and other marketing materials.
- Be present and accessible to our audience for curtain speeches, raffles, audience talk-backs, lobby socializing, galas, fundraising & neighborhood events; to our staff for conversation, advice, consultation; and to our actors and production teams for assistance, advice, support on issues involving workplace safety and company culture.
- Act as representative in conversations with press and peer arts organizations in a manner that perpetuates the brand equity of Gloucester Stage Company.

**4. Advocacy:** In Collaboration with Development Staff

- Participate in organization of fundraising and cultivation events.
- Participate in Fundraising Events planning to provide artistic programming.
- Attend Board meetings, production meetings, staff meetings, and professional meetings & interviews where GSC needs representation. (Line Drawn, Stage Source, Gloucester 400, etc.)

**Board and Committees:** All Board Meetings, Specific Committee Meetings as needed

**Reports to:** Board of Directors

**Oversees:** Production Staff, Directors, Creative Staff

**Budget Categories Overseen:**

Revenues: Ticket Sales

Expenses: Artistic Salaries, Production Expenses

**Expectations**

- Excellent leadership and communication skills
- Strong management and fiscal responsibility
- Engaging, outgoing personality
- Extreme organization and ability to prioritize multiple responsibilities
- Ability to maintain confidentiality
- Supporting others to accomplish their goals
- Proactive team player
- Physical presence for office hours and performance/development events