



ARTISTIC DIRECTOR JOB DESCRIPTION

The Artistic Director of the Black Hills Community Theatre serves as the artistic leader of the organization and is responsible for the quality of all its programs as well as the planning and production of those programs. The Artistic Director also participates heavily in community outreach and has the prime responsibility for recruiting and mentoring community volunteers to fill all production teams for BHCT events. The Artistic Director works under the direct supervision of the Executive Director and works in collaboration with a staff that includes a Technical Director, Education & Outreach Director, Costume Shop Manager, and Operations Manager.

I. ARTISTIC PLANNING AND PRODUCTION DUTIES

- A. Serve as chairperson for the Play Selection Committee that determines Mainstage and Dinner Theatre shows.
 1. Research and solicit suggestions for plays and musicals.
 2. Develop an inclusive and collaborative system for play selection.
 3. Schedule and lead Committee meetings.
 4. Prepare season proposal for Board approval.
- B. Develop Production Budgets based on annual budgets developed jointly with Executive Director and approved by Board of Directors.
 1. Research pricing and ensure royalty contracts are procured for each production.
 2. Create detailed budgets for each production using historical costs and collaboration with staff and volunteers (directors, designers, etc.).
 3. Once approved by the Board, monitor and advise production staff on purchases for productions to keep within budget, or to communicate and approve changes to individual show budgets.
- C. Hire Production Teams for each production: Director, Music Director, Choreographer, Stage Manager, Orchestra Conductor, Set Designer, Costume Designer, Lighting Designer, Sound Designer, Projection Designer, Props Master, et. al.
- D. Coordinate casting of Mainstage shows and other projects with Directors and Stage Managers.
- E. Work with Production Teams of each production to develop concepts, expectations, rehearsal schedules, and technical production schedules.
- F. Create and maintain a master calendar for each production to ensure all deadlines in every aspect of production are being met.
- G. Oversee the recruiting and training of production volunteers in cooperation with the technical and costume staff.

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- H. Schedule and lead production meetings for each production.
- I. Mentor and assist play directors as needed.
- J. Prepare and layout printed programs for each show.
- K. Direct a limited number of productions each year, and, based on other areas of expertise, be prepared to fill-in other production staff roles when necessary.
- L. Attend performances of each BHCT production.
- M. Plan and implement other special theatrical events or propose alternative programming.

II. MARKETING & PUBLIC RELATIONS DUTIES

- A. Serve as a public representative of Black Hills Community Theatre to effectively communicate the Mission and Vision of the organization.
- B. Attend Marketing Committee meetings to provide creative input into marketing concepts for every event.
- C. Provide information and copy for productions for media releases and advertising.
- D. Record, or coordinate recording, of all radio spots and audio for video ads.
- E. Make television, radio, and internet appearances on behalf of BHCT.
- F. Assist in production of Season Brochure, Show Logos, Playbill, Posters, Postcards, etc., with marketing firm and designers.
- G. Coordinate all publicity photo shoots (i.e. organize actors and applicable designers, costumes, sets, et. al.) for promotional photo/videos in advance of production openings.
- H. Maintain up-to-date content on BHCT's website, including details of shows, cast and crew lists, audition dates and information.
- I. Create and post content for BHCT's Facebook page related to the "behind the scenes" elements of BHCT productions and additional content relevant to the BHCT season.
- J. Help write and present Curtain Speeches for each production.

III. EDUCATION & OUTREACH DUTIES

- A. Assist and advise the Education and Outreach Director as needed.
- B. Teach outreach workshops on occasion and make special appearances at Cherry Street Players and Well Done Players classes or in-school class workshops.

IV. FUNDRAISING DUTIES

- A. Serve on Dinner Theatre Committee to provide liaison between the stage production and the fundraising event.
- B. At the discretion of the Executive Director, assist with the following:
 - a. Participate in other fundraising activities such as appearances at donor events.
 - b. Occasionally participate in donor solicitation meetings.
 - c. Write or help write grant applications by providing details of BHCT programs and their benefits and impact upon community members.

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V. GENERAL ADMINISTRATIVE DUTIES

- A. Prepare and submit a monthly report to be presented to the Board of Directors.
- B. Attend Board Meetings and other committee meetings as requested by the Executive Director.

VI. QUALIFICATIONS:

The Ideal Candidate Will Have:

- Strong interpersonal communication skills and the ability to maintain diplomacy in stressful situations.
- Direct experience producing and directing theatrical productions in a community or professional setting.
- Enthusiasm for community theatre and for helping volunteers learn and grow.
- Experience teaching a wide variety of theatrical arts including acting, singing, dancing, stage management, etc.
- A working knowledge of all other design and technical aspects of theatrical performance.
- Demonstrated ability to manage multiple and on-going projects to achieve the highest standards within the time, human resource and budgetary constraints available.
- Strong computer skills including MS Word and Excel, Social Media, et. al.

VII. WORK HOURS:

The Artistic Director is a fulltime employee. The work hours are flexible including evenings, weekends, and holidays in addition to regular office hours.

Salary is \$40-\$42K, commensurate with experience. BHCT has a group medical plan.

TO APPLY:

Send resume and a cover letter that illustrate producing and directing experience and any other relevant theatrical skill sets to executive@bhct.org

Finalists will be asked to submit references and portfolio materials as well as submit to a criminal background check (because the Performing Arts Center of Rapid City, BHCT's home, is housed in a public school facility).

See www.bhct.org for more information.