



## **Aloha Performing Arts Company dba Aloha Theatre Artistic Director Job Description**

The Artistic Director is responsible for conceiving, developing and implementing the artistic vision of the Aloha Theatre. Areas of responsibility and duties are outlined below, and reflect the general qualifications, duties and responsibilities necessary to identify the job. They are not intended to set forth all of the specific requirements of the job: additional duties may be assigned.

### ***General***

- Ensures high quality programming that aligns with the spirit of the Aloha Theatre’s mission, values, and vision
  - Develops, implements, and evaluates programming each season, reporting to and working closely with the Board of Directors and committees thereto
  - Contributes to strategic planning
- Maintains positive and professional working relationships with the Board of Directors, theatre staff, guest artists, volunteers, cast and crew members, patrons, and donors
  - Reports to the Board of Directors on a regular basis to provide updates on artistic activity
- Collaborates with Executive Director to:
  - Hire, supervise and evaluate artistic personnel, including guest directors, performers, designers, and stage managers
  - Hire, supervise and evaluate key technical personnel, including Technical Director and Production Managers
  - Cultivate an employee- and artist-friendly working environment
  - Maintain a written procedures manual for technical and production staff and volunteers
  - Executive Director will manage human resource needs for all employees supervised by the Artistic Director, consulting closely with AD
- Works with Executive Director to develop annual program budgets
- Coordinates scheduling and use of theatre facility
- Actively involved with fund development activities as directed
  - May include, but is not limited to, coordinating showcase or cabaret performances
- Acts as a spokesperson for the Aloha Theatre’s artistic purpose via speaking engagements, public and social appearances, and, as requested, at fundraising events and solicitations
- Represents the Aloha Theatre in state and national organizations as appropriate; examples include the Hawai’i State Theatre Council, American Association of Community Theatres, and League of Historical American Theatres



### ***Mainstage Productions***

- Chairs the Kokua Committee, which is tasked with selection of shows for each Mainstage season. Oversees and advises on research and selection of shows, aiming to create a slate that meets the diverse interests of the West Hawai'i community. Presents to the Program Committee for comment and further recommendation to the Board of Directors, which will give final approval.
  - The Program Committee is also tasked with selecting guest directors for the final slate of shows.
- Cultivates relationships at theatrical publishing houses and secures licenses for scheduled productions
- Directs a minimum of three shows per season
  - Works with theatre staff to secure designers, directors and producers as needed for each production
  - Conducts auditions and casts all roles
  - Designs actors' blocking, entrances, and exits
  - Works with Choreographer to refine stage movement
  - Conducts rehearsals in coordination with artistic team
  - Works with cast as a group and on an individual basis to elicit best possible performance and ensure an excellent experience at the Aloha Theatre; provides guidance on developing character, speech and voice patterns, and movement to create and enhance performance
  - Approves scenic, costume, and prop designs, as well as sound, lights, special effects, and choreography
- Recruits guest directors for remaining shows as needed
  - Works with Program Committee to vet, select, and assign guest directors
  - Mentors guest directors as needed
  - Assists in identification and selection of designers, directors, and crew as needed
  - Assists with auditions and casting as needed and appropriate
  - Has ultimate oversight over all shows, and the duty to make corrections when a show is not representative of Aloha Theatre mission, values, and/or vision
- Manages all production budgets

### ***Special Events***

- Thoughtfully crafts Special Events that reflect the community's broad interests and can be scheduled around Mainstage productions
  - May be film or live performance in any genre
  - Gives special consideration to existing relationships with partner arts organizations and schools
- Coordinate with theatre staff on event details, including contract creation, technical needs, staffing, and payout



### **Education**

- Works closely with the Education Director to incorporate educational elements into all programming
  - Models and teaches appropriate theatre conduct for cast and crew
  - Creatively utilizes teaching moments to improve the company as a whole
- Shares knowledge and experience by participating in courses as primary or guest instructor
  - Number and content of courses to be determined in collaboration with the Education Director

### **Team Responsibilities**

The Artistic Director supervises the Technical Director and Production Managers, as well as guest directors and production teams.

### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Bachelor's degree in theatre arts or a related field from a four-year college or university; consideration will be given to non-educational equivalencies
- Strong theatrical background, including experience directing in multiple genres
  - Musical, drama, comedy
  - Both new and older works
- Experience teaching and/or working with youth
- Experience working with volunteer casts and crews of all ages
- Working knowledge of technical theatre, including sound, lights, and set construction, as well as other production areas such as costumes, props, stage makeup, and basic stage management
- Language skills
  - Ability to read, analyze, and interpret stage productions
  - Ability to effectively present information to patrons, public groups, and the Board of Directors
- Reasoning skills
  - Ability to define problems, collect data, establish facts, and draw valid conclusions
  - Ability to interpret an extensive variety of technical instructions and deal with abstract and concrete variables
- Able to work with Word, Excel, and G-Suite

### **Preferred Qualifications**

- Community theatre experience
- Experience teaching voice, stage movement, dance, stage combat, etc.
- Project management experience
- Knowledge of Slack and/or Asana



### ***Intangible Expectations***

- Passion for theatre and theatre education
- Understanding of small-town theatre challenges and opportunities
- Understanding of Hawai'i's multi-cultural and social complexities
- Comfortable in social settings and representing the Aloha Theatre
- Transparent and high integrity leadership
- Willingness to learn, adapt, and creatively solve problems
- Detail-oriented, well-organized, and able to manage time and priorities
- Independently motivated but also able to collaborate with a team, including delegation

### ***Physical Requirements***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to speak and hear in English
- Frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms
- Occasionally required to stand; climb or balance, and stoop, kneel, crouch, or crawl
- Occasionally required to lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus

### ***Work Environment***

- Will work primarily out of the organization offices on the second floor of the Aloha Theatre, which are accessible by stairs, and other organization facilities
  - The noise level in the work environment is usually moderate
- Will attend meetings and events offsite
- Remote work may be arranged as needed
- Will be required to work with the public, including public speaking
- Travel may be required, including travel to the mainland

### ***Compensation and Benefits***

- Salary of \$48,000-\$58,000 per annum
  - Exempt in relation to overtime and the Fair Labor Standards Act
- Company benefits, including but not limited to:
  - Health insurance
  - Dental insurance
  - Temporary Disability Insurance
  - Personal Time Off
  - Life Insurance
  - 401k with matching contribution
- Benefits subject to change: written notice will be given of added benefits and/or changes to existing benefits