



POSITION ANNOUNCEMENT

Associate Artistic Director

FIRST STAGE is committed to dismantling structures that may prevent ALL people from applying for employment with us. FIRST STAGE celebrates the richness of our world by cultivating Equity, Diversity, and Inclusivity as they inspire the creativity that nurtures great art, artists, and audiences.

FIRST STAGE is an equal opportunity employer and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, gender, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

Position: Associate Artistic Director

Status: Exempt, Full Time

Reports To: Artistic Director

Supervises: Guest Artists on project by project basis

Start Date: Flexible, Dec. 2022 - Jan. 2023

Compensation: \$42-45,000 annually; First Stage provides a competitive benefit package that includes but is not limited to the following: health/dental/vision coverage, generous healthcare reimbursement arrangement, vacation, and paid holidays, as well as a self-funded 403(b) plan.

OVERVIEW:

The Associate Artistic Director works directly with the Artistic Director to deliver a season of programming that entertains, enlightens, provokes, and inspires. They manage the day to day operations of the Artistic Department, oversee audition processes, serve as lead producer for First Stage's Amplify Reading Series and Goodman Mainstage Hall productions, and as associate producer for Todd Wehr productions. Additional opportunities are available to direct/perform/design in the season, depending on skill set. While the job is particularly suited for candidates with a producing or directing background, applicants from across all disciplines of theater are encouraged to apply. A Musical Theater background would be a particularly valuable asset.

KEY RESPONSIBILITIES:

- The AAD serves as a member of the Directors Team, advising and assisting on institutional planning and strategy
- Provide counsel to the Artistic Director and work with the Artistic Team in determining artistic goals, building creative teams, prioritizing programs, season planning and new play development projects
- Oversee all details of Equity Principal Auditions, Season and Young Performer general auditions and callbacks.
- Oversee Understudy program and ensure we have sufficient cover for all productions
- Support Marketing, Education, Academy, Development and Community Engagement activities as appropriate
- In collaboration with Company Manager and Production Stage Manager, maintain excellent



- communication and support to all artists with a specific focus on young performers and their families
- Teach in our School Year or Summer Academy programming as needed and as schedule allows
 - As the lead producer for New Play Development projects - including our Amplify Reading Series - manage budget, contracts, calendar, and other details including individual workshops, commissions, and events
 - In collaboration with the Artistic Director and Finance Director, create a budget for all actors and understudies and for seasonal New Play Development efforts
 - Assist Development with any grant support
 - Assist with monitoring and ensuring access, representation, participation, and decision making for historically marginalized communities in the Artistic Department, new play development projects, and in all aspects of First Stage's operations
 - Assist the Director of Artistic Inclusion and Community Engagement and the Community Advisory Panel in developing multi-tier, long term community engagement programs
 - Assist the Artistic Director with communication and scheduling

QUALIFICATIONS AND SKILLS:

The ideal candidate will be a resourceful, energetic, curious, and positive professional with exceptional producing and communication skills. A passion for and deep experience in logistics, spreadsheets, and detailed precision is critical. They will have a clear understanding of the field and First Stage's role as a national leader and a producer of Theater for Young Audiences with a focus on the development of new work and age-appropriate casting. They need to share our passion for working with young people and telling stories from their point of view.

- Experience in managing, motivating and inspiring artistic teams to accomplish common objectives
- Demonstrated excellence as a director, music director, choreographer, designer, producer, or playwright
- Self-motivated with the ability to multi-task, problem solve, and prioritize responsibility in a timely manner
- Outstanding interpersonal and communication skills - characterized by the ability to listen, share, and note well while facilitating conversations with artists, young performers, and their families
- Passionate about inclusive and diverse artistic practices
- Knowledge of AEA and USA rules and standards a plus
- Ability to manage expenditures and budgets
- Possess a valid driver's license and be willing to drive company vehicles a plus
- Knowledge of Microsoft Office Suite
- Ability to work nights and weekends as necessary
- Demonstrates efficient time management and prioritizes workload
- Maintains positive work environment by communicating and behaving in a positive manner with all artists, staff, and stakeholders from a variety of experience levels and backgrounds.

To Apply:

Send resume, cover letter, and 3 work references to Jeff Frank, Artistic Director, at jfrank@firststage.org with the subject line - Associate Artistic Director: (First Name, Last Name) No phone calls, please. Application submission period will remain open until position is filled.



ABOUT FIRST STAGE

First Stage, Milwaukee's premiere non-profit theater for young people and families, currently in our 36th season. First Stage is a nationally acclaimed professional theater company drawing annual audiences of more than 120,000 people. First Stage's production season includes five mainstage shows at the Todd Wehr Theater, as well as our First Steps and Young Company Series of productions at Goodman Mainstage Hall at the Milwaukee Youth Arts Center - a total of more than 400 performances annually. First Stage also offers Theater-in-Education programs, serving 20,000 students in classrooms annually throughout southeastern Wisconsin. The First Stage Theater Academy, the largest and most high-impact training program of its kind in the nation, teaches "life skills through stage skills" to nearly 2,000 young people ages 3 - 18 each year. For more information about First Stage, including current updates on our Equity, Diversity, and Inclusion work, please visit www.firststage.org