



## **Sample Job Description**

Please note that job descriptions vary considerably from theatre to theatre. This one is based on an actual job description for a community theatre, and therefore should be edited to match the needs of a particular company.

# **Poorhouse Players**

## **ARTISTIC DIRECTOR**

### **Job Description & Duties**

#### **JOB DESCRIPTION**

Under the direction of the Executive Director, develops and implements the artistic mission of the Poorhouse Players

#### **Players Season**

- Directs and/or choreographs a minimum of two shows per season and secures directors/choreographers for remaining four shows. If unable to secure, responsibility is AD's to direct/choreograph.
- Researches and selects shows to present to the Artistic and Marketing Committee for their input and vote on the upcoming season.
- For most shows (unless the director has secured them) secures costume designer, set designer, stage manager, and musical director.
- Sits in on the auditions and assists with casting if needed (if not his show—if his show, then does the casting)
- Has ultimate oversight over shows and works with the individual directors as needed. That job varies with directors. Some for example, need no oversight or assistance; others need a little and still others need a lot of assistance with directing skills, cast relations, etc.
- Keeps an eye out for possible mainland guest artists and if we decide to bring in, communicates with them as to the details of their participation. Works with airline sponsor on their tickets and with the Players' Executive Director, or hotels directly, on their lodging.

#### **Supervision**

- Is the direct supervisor for Costume and Scene Shops. Works with them to assure top quality sets and costumes. Does annual evaluations of department heads.

#### **Education**

- Serves as Program Director of the Players' youth performing troupe. Responsible for success of the program. Works with Stars staff to assure best level of training possible; keeps program fresh and diversified, and seeks performing venues to best showcase the children and teens.
- Performing Arts Program: Overall consultant and residing "expert" on the Players' performing arts education program.

#### **Special Events/Other Duties**

- Special events: Coordinates signature fundraiser show; gets music director and talent; responsible for entertainment on all company functions including donor events.

- Attends and reports at Board meetings
- Assists and accompanies the Executive Director on the annual NYC theatre tour.