



## **Lifeline Theatre Job Description: Artistic Director**

Reporting to the Board of Directors, the Artistic Director stewards the vision of the artistic ensemble, engages and inspires Lifeline's extended family, seeks out meaningful collaborative opportunities, and upholds the mission of the organization.

### **Artistic:**

- Develop annual artistic programming in collaboration with the artistic ensemble.
- Invent and develop artistic programs that further the mission of the company. Strategize feasibility and implementation with staff.
- Be accountable for the artistic quality of productions on stage. Attend readings, run-throughs and previews, remain available as counsel and resource.
- Seek growth and glamor opportunities for ensemble members, inside and outside Lifeline.
- Seek new and emerging artists for opportunities for development and exposure at Lifeline.
- Foster an atmosphere of respect, support, safety, and inclusiveness. Encourage growth and increasing professionalism while retaining friendly artistic vibe.
- Take a regular artistic leadership role in Lifeline artistic offerings.
- Pursue artistic opportunities outside of Lifeline for ongoing professional development.

### **Administrative:**

- In conjunction with Managing Director, supervise all staff, including coaching, mentoring, conflict management/resolution, performance management, and training
- With Managing Director and staff, create broad strategies for all aspects of the theatre, providing encouragement to the staff, and engaging the Board of Directors and community in a meaningful and productive way.
- With Managing Director, implement the policies of Lifeline. Foster teamwork, mutual support, positivism, and an atmosphere of safety and respect amongst staff.
- Strategize for successful evolution of the theater with staff, board and ensemble.
- Report directly to both the artistic ensemble and the Board of Directors and partner with the Managing Director to lead a highly collaborative staff team.
- Keep the Board and staff apprised on the status of internal and external artistic issues affecting the theatre. Advocate for artists and artistic programming.
- Research, negotiate, and license rights for all properties produced by Lifeline Theatre.
- Serve as contact/host to theater special guests and VIPs.

### **Education:**

- Support, in conjunction with the Education and Managing Directors, all educational programs.

### **Development:**

- Work closely with the Board of Directors, including attending Board meetings, sitting on Board committees, and attending strategic planning sessions.
- Be accountable for the vitality and vision of all outreach and community programs.
- Engage and inspire Lifeline's many partners: artists, subscribers, audience, donors, sponsors, community members.
- Invent and develop outreach and community collaboration programs that further the mission of the company. Strategize feasibility and implementation with staff.

- Support development activities, especially the cultivation of prospective board members, funders, donors, subscribers and community members.
- Collaborate with development team, providing artistic narratives and programming detail for grants and funder materials.
- Participate in execution of donor events.
- In conjunction with the Managing Director, present the public face of the theatre and when called upon, speak to private and public organizations and to the press.
- Actively engage Rogers Park community seeking partnerships beneficial to Lifeline Theatre and Glenwood Avenue Arts District.
- Seek opportunities to further the theatre's image and increase public recognition for Lifeline Theatre, locally and nationally.

**Production:**

- Collaborate with Production Manager to create production budget for the season.
- Collaborate with Production Manager to hire all production/design personnel, securing optimal collaborative partners for each team.
- Working with Operations Director and Production Manager, create season calendar, with input and approval of ensemble and staff.
- Negotiate and execute contracts for off-site appearances and productions (including touring) with review and approval of Managing Director.
- Support Production Manager in managing production resources.
- Act as resource/adviser to Production Manager.

**The ideal candidate should possess:**

- Strong professional background in the theater arts.
- Experience with and a passion for the development of new work.
- Proven management and leadership capabilities.
- Ability to joyfully collaborate both artistically and administratively.
- High energy, positive, "can do" attitude, flexibility, teamwork and high degree of initiative.
- Experience self-managing multiple initiatives and projects.
- Excellent interpersonal skills with a strong emphasis on oral communication and the ability to participate in public speaking.
- Excellent written communication.
- Experience with developing production budgets.

**Education Requirements:**

- Bachelor's degree and/or equivalent prior experience.

*Lifeline Theatre provides equal employment opportunities (EEO) to all employees and applicants. All qualified candidates will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender, gender identity, age, national origin, ancestry, disability, protected veteran or disability status or any factor prohibited by law.*