

**Actors' Shakespeare Project**  
**Artistic Director Job Description****START DATE: June 1, 2017****APPLICATION DEADLINE: Rolling until March 1, 2017**

**Mission:** Actors' Shakespeare Project (ASP) believes Shakespeare's words are urgently relevant to our times. Working as an ensemble of resident company members, we bring these words into the voices, bodies, and imaginations of our actors, audiences, and neighborhoods. We do this through creative projects, including intimate productions and outreach programs that are informed by the spaces in which they happen. These projects inspire civic dialogue, build relationships between people, strengthen communities, and reveal something about what it means to be human here and now.

**History:** ASP was founded by a group of collaborative colleagues made up of some of Boston's finest actors and teaching artists. Since 2004, ASP has produced 54 plays in 27 theaters and unconventional venues throughout greater Boston, developed a roster of powerful youth and education programs of the highest caliber, garnered outstanding reviews and awards, and grown our subscriber base to nearly 800 and our total season-long audience to over 11,000. ASP has established itself as an artistic and educational force, building community within Boston's neighborhoods, schools, and systems. In recent years, ASP has prioritized the responsibility of what it means to be an organization that embraces cultural equity. This includes a commitment to examining and adjusting our artistic practices, program design, hiring and casting processes, venue selection, board development, etc. to ensure that we are a diverse organization that authentically reflects the communities we serve.

**Summary:** ASP seeks an Artistic Director beginning June 1, 2017. The Artistic Director (AD) is a senior leadership role, working alongside the Executive Producer and Director of Education Programs, Projects, and Partnerships and reporting to the Board of Directors. The AD supervises the Artistic Department including the Resident Acting Company (RAC), two Artistic Associates (appointed members of the RAC), the Production Manager, and seasonal directors, designers, and actors. The AD will oversee production and season planning, support development and marketing efforts, and be both a representative and steward of the company as it moves into its 14th season and beyond.

**Successful candidates will demonstrate the following capabilities:**

1. **Artistic Expertise:** ASP seeks an inspiring theater artist with a deep knowledge of and passion for Shakespeare's canon and a record of artistic excellence. First-hand knowledge of the various roles required to mount successful productions is essential. The Artistic Director will be responsible to keep ASP "on mission" while also challenging the company, through collaborative dialogue, to think creatively about our evolving mission. Experience as an actor and/or director is necessary.
2. **Producing Expertise:** The Artistic Director should have experience hiring and working with theatrical professionals (actors, directors, designers, vocal coaches, violence designers, choreographers, *et al*), and supervising production and technical theater staff.
3. **Ability to Collaborate:** ASP is a highly collaborative company, both in terms of internal discourse with the staff and RAC as well as external stakeholders (such as colleagues in the Boston arts

community, representatives of potential or existing venues, etc.) The Artistic Director should embrace this approach and possess a track record of being an extremely thoughtful collaborator and communicator.

4. **Focus on Mission:** The Artistic Director needs to believe deeply in ASP's mission and the potential for theater in general and Shakespeare in particular to play a role in creating a more just and inclusive society. The AD also needs to support the power of youth and community programs as connected to a professional theater company and seek to continue ways to strengthen our "Project" model.
5. **Leadership Ability:** The AD must provide "first among equals" leadership among the RAC and staff, and foster a company culture in which artists may do their best work; the ability to facilitate challenging discussions that focus on artistry, mission, and aesthetics is essential. Alongside artistic leadership and vision, the AD must manage expectations of all constituents, be an excellent communicator, and represent the company as its artistic leader both internally and externally, in the community and with partners, funders, etc.

#### **Job Requirements Include:**

##### **Resident Acting Company (RAC) Leadership, Season Planning, and Casting:**

- Organize and lead RAC meetings quarterly or as needed, and maintain strong communication with individual members on a day-to-day basis.
- Work with the RAC to develop proposals for play selection, directors, and venues each year, and create seasons based on collective interest, company history and current artistic, financial, and educational imperatives.
- Work with the Resident Acting Company, Artistic Associates, Production team, and Executive Producer to finalize venue prospects and selection each season.
- Work with the Project Education team to ensure maximum collaboration between both youth and professional seasons.
- Appoint Artistic Associates and frequently communicate with them about new membership, company casting, company interpersonal dynamics, and season planning.
- Supervise RAC membership processes.
- Complete Resident Acting Company casting each season.
- In collaboration with the Casting Associate, conduct auditions for Seasonal Company Members (both AEA and non-union actors cast in the season not currently in the Resident Acting Company) including attendance at in-house AEA and non-AEA annual auditions as well as local Boston area auditions such as Stage Source annual auditions.
- Ensure a diverse pool of actors and neighborhoods with which and in which to work, recruiting and reaching out as necessary.

##### **Supervise Production:**

- Oversee the integration of artistic elements for all major productions, aiding with cohesion and problem solving in production meetings, design meetings, and in the rehearsal room in support of the work of the Director and the Production Manager.

- Supervise the General Manager, Production Manager, and Casting Associate on their work related to those productions, including broad scale oversight of production budgets, logistics, & hiring of artistic personnel.
- Be thoroughly familiar with AEA rules and procedures, and the NEAT (New England Area Theatres) contract under which ASP produces.
- Be on call to support the resolution of issues that arise during performance runs, whether involving technical production elements, artistic personnel, or venue.
- Solicit specific feedback from people who work on any given production for their experiences.

**Senior Company Leadership and Management:**

- Provide and articulate a vision for ASP's artistic, creative, and aesthetic work, and, along with other ASP stakeholders, identify ASP's local, regional, and national presence in the theater community and in the larger cultural, educational, youth development, and non-profit sectors.
- Work with the Executive Producer, Director of Education Programs, Projects, and Partnerships, RAC, and Board to define and implement long and short term strategies for accomplishing our vision and mission.
- Participate fully in development activities, including planning and attending events, making site visits, contributing material to grant proposals, and cultivating relationships with donors.
- Collaborate on the design, development, and implementation of Projects, including education/outreach work, partnerships, special events and artistic programs.
- Maintain regular communications with ASP company members, board members, and staff about key artistic projects and ideas.
- Work with the Executive Producer, Director of Education, and Board to define, clarify and implement company policies.
- Support, supervise, and sign off on Marketing and PR projects in those areas where the work involves artistic or creative decisions.
- Act as a representative for ASP in a variety of settings and with a wide range of stakeholders.
- Building and maintaining artistic and organizational partnerships and alliances.
- Demonstrating exemplary practices of ASP's Policies & Principles and acting as a primary ambassador for ASP's mission.

**ASP is an organization dedicated to cultural equity.**

**We strongly encourage candidates of diverse backgrounds to apply.**

**To apply, send a cover letter detailing your interest, a resume, and any supporting materials to:**

**[ADsearch@actorsshakespeareproject.org](mailto:ADsearch@actorsshakespeareproject.org)**

**Applications will be reviewed on a rolling basis. Deadline for all applications is March 1, 2017.**