



The Jewish Community Center is seeking a full time, producing **Artistic Director** for our New Jewish Theatre. This position is primarily located at our Creve Coeur location and is slated to start in July 2018. Full time employees of the J are eligible for our employee benefits including medical and dental insurance, paid time off, pension and 403b, life, ad&d and long-term disability insurances, voluntary insurance options, and membership and program discounts.

### **SUMMARY**

The Jewish Community Center's New Jewish Theatre (NJT) is an award winning professional theatre program which offers productions of universal appeal that reflect the Jewish experience. Performances take place in the J's Wool Studio Theatre with capacity of 125 per performance. We are currently seeking a qualified and experienced theatre professional to create a vision and oversee all operations of this program department including program development and implementation, fundraising, donor cultivation and grant writing, hiring and supervision of technical, artistic, and box office staff, marketing, volunteer management, and all related administrative duties. This position reports to the JCC's Director of Cultural Arts.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Select plays, and develop annual season appealing to a broad audience with productions of universal appeal that reflect the Jewish experience.
- Manage and adhere to Equity Contract including provisions relating to hiring personnel such as Actors, Stage Managers, etc.
- Hire and coordinate artistic team for each production including: Directors, designers-set, lighting, sound, props, costuming using JCC Human Resources and Payroll procedures
- Supervise Technical Director and Box Office and House Manager
- Schedule auditions in conjunction with Actors Equity requirements
- Develop and manage annual budget in collaboration with supervisors and CFO according to JCC budgeting guidelines
- Managing volunteer committees and tasks with the collaboration and guidance of the JCC volunteer coordinator
- Develop and cultivate relationships with existing, prior and potential donors and corporate sponsors so that NJT raises the necessary philanthropic funds needed to be financial sustainable in collaboration and with guidance of JCC Development Department

- Identify, write and pursue grant opportunities including RAC, MAC, foundations etc., in coordination with JCC Development Department
- Develop and present fundraising opportunities through performance events
- Oversee and organize tickets sale process including setting prices and working with the JCC Box Office Manager.
- Develop and implement marketing strategy to include production and mailing of NJT Season Brochure, coordination of social media presence, press releases and packets, ads and ad placement, production programs- all with assistance and under the parameters of the JCC's Marketing Dept.
- Hire Photographer/videographer for production photos
- Assist with other JCC Cultural Arts and Jewish Programming as requested

## QUALIFICATIONS

- BA in related field is required; MFA or equivalent degree is preferred.
- 10 years' experience in professional theater administration or equivalent
- Knowledge of plays and playwrights with Jewish content that reflect the Jewish Experience
- Experience developing and managing annual budget is required
- Well organized, self- directed
- Excellent communication skills written and verbal
- Development, fundraising, and grant writing experience preferred
- Creative, forward thinking individual
- Problem solver
- Experience with artistic personnel to include productions meetings, actor auditions and Actor's Equity contracts is required.
- Familiarity with MS Office Suite and demonstrated ability to learn new software applications is required.

For additional information about the J, please see our website [www.jccstl.org](http://www.jccstl.org)

To apply, please submit your cover letter, resume and completed J application to [careers@jccstl.org](mailto:careers@jccstl.org). Please indicate the title of the position you are applying for in the subject line of your email. Our application is available for printing from the employment section of our website. Please note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program