

The Ensemble Theatre

Job Description

Position: Artistic Associate

Status: Exempt, Full Time

Principal Functions:

Under the direct supervision of the Artistic Director, the Artistic Associate will facilitate creative management of productions and other creative projects while collaborating with all TET departments to ensure the smooth running of all productions and presentations. This position contributes to ensuring that productions meet appropriate timelines, deadlines, and are within budget parameters. In addition to the current season, this position works in collaboration with all departments to both develop upcoming seasons and to secure creative teams. The Artistic Associate will coordinate and have oversight of supplementary programming, readings, workshops, and other special projects. The Artistic Associate will occasionally be required to direct actors and creative teams for special events, press performances and donor events.

Specific Responsibilities:

The Artistic Associate will assist in executing the vision of The Ensemble Theatre, advance our mission, and support our core values by successfully fulfilling the following responsibilities.

- AA will serve as a member of the The Ensemble Theatre Staff.
 - Duties include: guiding the organizational vision; providing oversight over programming and mission work; broadening TET'S relationships with peer theaters, upholding TET'S values; ensuring a respectful company culture; and focusing energy and attention on the fulfillment of TET'S mission.
- AA will support TET artistic projects as designated by the Artistic Director (AD).
 - Duties include directing, assistant directing or acting in Mainstage productions; producing or directing Touring Education productions; directing or performing in new play readings; assisting with casting for Mainstage and New Works; assisting with Mainstage, Touring Education, and new works play selection processes; consulting on the hiring of creative teams; contracting; and other duties as assigned by the AD.
 - The AA will assist in the preparation of marketing material, funding applications, and annual reports as required;

The Artistic Associate will take a leading role in building the Theatre's profile and engagement with educational institutions; creating and delivering the Theatre's workshop programs; creating and delivering adjunct works to the Theatre's main projects, such as immersive theatre experiences.

- AA participates in theatre-wide cross functional teams to advance the mission and vision of the The Ensemble. Duties include:
- The AA will participate in engagement, development, special events, and patron development initiatives and fundraising efforts as directed.
 - The AA will support the Artistic Director in organizational leadership activities.
 - AA will serve as AD's surrogate, spokesperson, and artistic consultant in select areas of operation, which may include staff meetings, company oversight and strategic planning processes, company initiatives, press events, and marketing, development or community engagement events.
 - The AA will attend community events, national conferences, new play initiatives, theatre productions, etc., to represent TET and acquire practices that further The Ensemble's mission, vision, values, artistry, and place in the national theater landscape.
 - Contribute to the season planning and budget process.

The Artistic Associate will also participate in theatre, leadership, and community engagement activities, including but not limited to:

- Support Community Engagement and company events, projects, and activities such as pre-show, hosting and curtain speeches, leading talkbacks, participating in special event programs, etc.
- Manage and utilize available interns and volunteers;
- In conjunction with the Artistic Director advise and/or select technical production personnel.

Expectations for this position:

- Knowledge of the arts preferred
- Exceptional management and communication skills
- Understanding of financial reports and budgets
- Creative, independent thinker, strong initiative high energy
- Team player, balances individual goals with needs of the entire organization
- Extensive knowledge of acting, directing, design, and playwriting talent, as well as knowledge of the current issues facing the national theater field. Knowledge of Houston theatre community is a bonus.
- Ability to coordinate multiple projects and conflicting priorities to manage overlapping show schedules that meet deadlines
- Ability to exercise professional discretion and confidentiality.
- Creative problem-solving ability.
- Experience, ability and commitment to working with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, class and immigrant status.
- Ability to lead and support projects and the ability to add value in both capacities.

Qualifications

- Bachelor's degree in theater, arts communication, arts administration or related field is desired.
- Minimum of 5 years' experience in a professional theater, including at least 2 years in a producing role.
- Excellent computer skills in Microsoft Office Suite (Excel, Word) and Outlook.

Salary:

Commensurate with experience/ health benefits. This position is a full-time one-year temporary position.

Application Process: Deadline for submissions- April 16, 2018

Please prepare a one-page creative vision statement.

Interested candidates should submit a letter of application describing interest and qualifications, resume, one page creative vision statement, three references via email to: Teresa White- twhite@ensemblehouston.com 713 807 4309- This position is effective June 1, 2018.

About The Ensemble Theatre:

The Ensemble Theatre was founded in 1976 by the late George Hawkins to preserve African American artistic expression and enlighten, entertain and enrich a diverse community. Forty-one years later, the theatre has evolved from a touring company operating from the trunk of Mr. Hawkins' car to being one of Houston's finest historical cultural institutions. The Ensemble is one of the only professional theatres in the region dedicated to the production of works portraying the African American experience, the oldest and largest professional African American theatre in the Southwest and holds the distinction of being one of the nation's largest African American theatres owning and operating its facility and producing in-house. The Ensemble Theatre has fulfilled and surpassed the vision of its founder and continues to expand and create innovative programs to bring African American theatre to a myriad of audiences.

The programs and operations of The Ensemble Theatre benefit a multicultural audience that is diverse in age, income, ethnicity, and culture. The Ensemble produces a Mainstage Season of six contemporary and classical works devoted to the portrayal of the African American experience by local and national playwrights and artists. The Ensemble's Performing Arts Education program provides educational workshops, artist-in-residence experiences, and live performances for students both off-site and at the theatre, and the Young Performers Program offers intensive spring and summer training for youth ages 6 to 17 encompassing instruction in all disciplines of the theatre arts. Through its varied programs, The Ensemble reaches over 65,000 people annually.