

Adirondack Lakes Center for the Arts
3446 State Route 28 Blue Mountain Lake, NY 12812
www.adirondackarts.org

Artist Director Job Description

The Adirondack Lakes Center for the Arts is a non-profit multi-disciplined arts organization located in the center of the Adirondack Park. We are seeking an Artistic Director who is passionate about sharing the arts with the surrounding communities.

The Artistic Director oversees and implements seasonal programming focusing on visual and performing arts programs, both on and offsite. The majority of the programming includes a summer theatre festival, partially funded by NYSCA, which consists of a site-specific play, travelling Shakespeare in the Park performances, and a musical. In addition, concerts and special events make up an additional 50% of the programming featuring all genres of music, dance, and theatrical special experiences. The Artistic Director works closely with the Executive Director and Board of Directors to produce quality cultural programs for local and regional patrons of the arts. The Artistic Director also has marketing responsibilities related to the visual and performing arts produced, as well as the general marketing needs of the organization. This person works in conjunction with the Arts Center's technical and production, gallery, decentralization and marketing staff members. In addition, this person collaborates with other professionals, artists and cultural organizations in various fields, including the humanities and science, to expand the mission of the Arts Center.

Responsibilities include, but are not limited to:

Adirondack Lakes Summer Theatre Festival – June through August

- Work with budgets to implement shows to support the artistic creativity promised within the NYSCA grant requirements.
- Select productions with board approval.
- Purchase scripts, secure rights and royalties.
- Implement contracts and secure 1099s.
- Solicit directing, casting, and accompaniment needs. Make appropriate and fair contract offers.
- Secure performance dates and venues.
- Secure sponsorships when needed.
- Monitor financial information, including allocation of funds for budgeted and projected figures. Tracking performance and series budgets.
- Schedule and coordinate auditions and rehearsals with assistance of guest directors, if applicable.
- Secure housing for actors when applicable.
- Develop and disseminate marketing materials to support all productions.
- Ongoing evaluation and budget analyzation.

Concerts and Special Events – May through December

- Review calendar of events from surrounding organizations to assist with scheduling events.
- Ask sponsors, supporters and board for performance recommendations.
- Solicit and schedule a wide range of musical genres, including a mix of local and non-local artists.
- Negotiate fees with each performer/group; implement contracts and secure housing when required.
- Procure stage and sound plots for technical and production team.
- Develop and disseminate marketing materials to support all productions.
- Ongoing evaluation and budget analyzation.

Marketing – January through December

Work in conjunction with Decentration & Marketing Manager to:

- Update and maintain Arts Center website and various pages.
- Update and maintain various online calendars.
- Obtain marketing materials from performers.
- Create ticketing system on TicketSpice
- Update and maintain social media sites.
- Generate and disseminate posters and flyers for all activities.
- Generate and disseminate press releases and media kits.
- Generate and disseminate weekly eBlasts.
- Update weekly spots for NCPR paid advertising.
- Work with Executive Director to coordinate advertisements with graphic designer.

Required Education and Experience:

- A degree in Theatre Arts, Musical Theatre, Music Education or some related performing arts field is preferred. Similar skills acquired by experience may be considered.
- A minimum of three to five years of experience in producing, directing, teaching with a reputation for quality and excellence.

Knowledge and Qualifications:

- Ability to gain respect and support of the artistic community, including board and staff members, donors, foundations, and community leaders.
- Ability to multi-task while leading long and short-term projects while meeting deadlines.
- Ability to work well under pressure.
- Strong organizational skills and attention to detail with the ability to prioritize effectively.
- Excellent written, verbal communication, interpersonal and relationship building skills to effectively work with a variety of people and personalities.
- Recruit performers to act as a talent pool for the organization's productions, including actors and artists of various disciplines.
- Create and develop various work with limited resources.
- Must have some flexibility as work hours change with the season and may include weekends and holidays.
- Understand all aspects of theater production (lighting, sound, set, costuming, script development).
- Experience in most aspects of theater (performer, producer, director, choreographer, musical director).
- Experience maintaining project budgets in line with expectations of the Executive Director and Board.
- Experience in education, administration, event planning, and working with committees and boards.
- Serve as one of the public faces of the Arts Center.
- Work in an office environment and be disciplined enough to work from home during off season.
- Provide coverage and back-up in the absence of other staff.
- Technically savvy with current software on either PC or Mac platforms for graphic design and general office procedures.

This annual position is full time, seasonal (April – December) currently with the goal of becoming year-round after one year. However, we intend to hire someone in the fall 2018 and would be flexible regarding January-March work requirements. Salary is commensurate to experience.

Please submit letter of interest, resume and three to five work and character references by no later than October 6, 2018, to christine@adirondackarts.org or mail packet to: Adirondack Lakes Center for the Arts PO Box 205 Blue Mountain Lake, NY 12812.