

Artistic Director - Production

SANTA FE PLAYHOUSE

YOUR LOCAL THEATER SINCE 1922 * 142 E. DE VARGAS STREET, SANTA FE, NM 87501

Department	Artistic and Production	Hiring Range	\$60,000 - \$80,000
Supervisor	Executive Director	FLSA Status	Full Time, Exempt
Revised	November 1, 2023	Location	Santa Fe, NM

In 2024, Santa Fe Playhouse will transition from a single artistic director to a triumvirate artistic director model.

The Santa Fe Playhouse is seeking a Full Time **Artistic Director - Production** to join the leadership team to conceive, develop, and implement the long-term and recognizable artistic vision and focus of Santa Fe Playhouse in collaboration with two other Artistic Directors (Artistic Director - Marketing/Casting/Literary and Artistic Director - Education & Engagement). The collective efforts of the three Artistic Directors, with support from the SFP team and guidance from the Executive Director, will shape the ongoing development of the organization's core values and activities. Together, they inspire a creative vision that guides the organization's future and will help bring thought-provoking performances to life and make a lasting impact on audiences.

LAND ACKNOWLEDGEMENT

We acknowledge that the place we now call Santa Fe is still recognized as Oga Po'geh, meaning White Shell Water Place. Thousands of years ago, it was a center for the communities of Northern and Southern Tewa (often identified as Tanos). The living memory and stories told by the people of Taytsúgeh Oweengeh (Tesuque Pueblo) hold profound meaning to this day.

ABOUT US

Santa Fe Playhouse is a one-hundred year old startup. Founded in 1922 by Mary Austin and operating as a community theater for much of its life, the company has been transitioning to a professional regional theater model in the last eight years. The work of the Santa Fe Playhouse is the development, production, and presentation of exceptional live performances for residents and visitors of Santa Fe. With three types of programs; 1) Live performances on the historic main-stage, from original productions of classic, experimental, and new works, to guest artist presentations; 2) Educational opportunities, which develop theater skills and deepen appreciation of the craft of theater, and; 3) New work development, which results in new plays by local writers, from 10 min plays to full length dramas. Santa Fe Playhouse is cultivating a more vibrant live arts scene in Santa Fe while providing education, job opportunities, and career pathways for residents.

MISSION:

Santa Fe Playhouse creates community on stage and off by holding space for unexpected conversations through intriguing and vital programming.

VISION:

Santa Fe Playhouse:
your local nationally-acclaimed theater.

We create community by:

- Connecting artists with audiences through theater. This includes:
 - New works and new work development
 - New voices
 - Classics re-imagined
 - Plays with multi-generational appeal
- Innovating access to theater inside and outside our four walls
- Creating inspiring and diverse educational opportunities
- Providing radical inclusion and hospitality
- Embedding our nationally recognized artists into the local community
- Being sustainable, financially secure and fiscally responsible

VALUES:

Curiosity, Integrity, Service, Diversity, Equity, Inclusion and Respect, Collaboration, and Accountability.

Specific Position Functions:

Organizational Management & Planning

The Artistic Director - Production informs and implements the artistic direction and objectives of Santa Fe Playhouse as approved by the Board of Trustees.

- Curating an intentional artistic season in conjunction with the other two Artistic Directors.
- Collaborate with the other two Artistic Directors to build a year of programming for approval by the Board of Directors which includes Educational Programming, Outreach, and Special Events.
- Provides Artistic leadership ensuring implementation of the artistic season and programming.
- Explore forms of storytelling and production that allow Santa Fe Playhouse to reach new and diverse audiences and Ensure that all voices in the community are represented through the art and in the organization.
- Collaborate in the aesthetic value and narrative of the company, which will be followed in all marketing, communications and social media.
- The opportunity to be creatively involved on or off stage in one or more productions a season when appropriate.
- Hire and develop technical staff that achieves the goals of each production.
- Oversee the Productions Department and their plans for execution of pre-production, load ins, tech and strike.
- Lead Production Meetings and manage the production department as well as each production teams.
- Collaborate in scouting out new scripts, playwrights, and talent.
- Assist in education classes and workshops.
- Collaborate in post-show discussions at public performances when warranted.
- Research, engage, and develop relationships with communities and cultural organizations in and around Santa Fe.
- Stay informed of all activities within the theater community.
- The AD-P will oversee the Production Department in the maintenance of the theater space and any other rental space that is being used by Santa Fe Playhouse, assuring proper respect and maintenance of space.
- Plan, execute, and attend along with senior staff, Opening Night festivities.

Leadership

Strong leadership provides the foundation for Santa Fe Playhouse's success.

- Serves as a leader, both within SFP and externally in the broader community, to promote awareness of, and resources for Santa Fe Playhouse.
- Represent and promote the company's Artistic strategy and communicate this to the Board of Trustees, Executive Director, Staff, Company, Audience, and Communities.
- Models excellent leadership skills and characteristics to staff, members, and the larger community, demonstrating commitment to the values of Safety, Respect, Compassion, Accountability, and Gratitude.
- Promotes an environment that ensures all stakeholders embrace the mission, vision, and values.

Financial Management and Fund Development

Generating financial resources and expending them efficiently ensures the stability of the SFP's mission.

- Actively participates in the development, implementation, and evaluation of an annual fund development plan with the Fund Development Committee for approval by the Board in support of the annual budget.
- Actively identifies, nurtures relationships with, and secures investments from public and private sources.
- Participates in direct solicitation of gifts from corporations, foundations, organizations, and individuals.
- Abides by the fiscal management implemented by the Executive Director.
- Responsible for operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.

Human Resources

People are our most important resource and the primary channel through which SFP carries out its mission.

- Fosters an environment and culture that promotes safety and trust, engages all members with a spirit of collaboration and compassion, and moves past cultural stereotypes.
- Fosters an organization that embodies SFP's guiding principles and centers open communication.
- Oversees the development, implementation, and updating of SFP Policies and Procedures.
- SFP is deeply committed to becoming more inclusive and equitable and a more anti-racist organization - striving to be a more diverse and safe environment for artists, audiences, Board members, and team.

Public Relations & Community Advocacy

Visibility in our community and partnerships within the community are critical to every dimension of our life and work.

- Leads the company in community initiatives and activities that support and advance SFP's mission and vision.
- Serves in partnership with the Core Leadership Team as spokesperson to partners, stakeholders, clients, the media, and the general public.
- Participates in the ongoing education of and communication with the community, elected officials, legislators and other policy makers regarding resource needs.
- Seeks opportunities to advance community awareness through ongoing advocacy in the private and public sectors.

Qualifications/Skills:

Experience:

- Seven years nonprofit management/administration, and project management experience that includes but is not limited to: Production/Project Management, fundraising, administration, planning, financial management, and personnel management.
- Four years previous experience in Artistic Production of some kind.
- Four years previous supervisory experience required.
- Bachelor's degree or equivalent experience. Degree in theater or arts administration preferred.
- Demonstrated ability to motivate a team and work with a nonprofit Board of Trustees to achieve organizational excellence.
- Demonstrated ability to lead an organization or program through change and growth.
- Demonstrated experience developing theatrical works.
- Experience and knowledge of contracting and theater union negotiations. (or willingness to learn)
- Experience working with managers and artists with diplomacy, discretion, professionalism.
- Demonstrated competency in Google Workspace, MS Office (Excel, Word, PowerPoint), calendaring and screen-sharing/online meeting applications, and a CRM database (OvationTix/AudienceView).
- Demonstrated ability to work successfully with Board members, volunteers and community leaders in a collaborative manner.
- Demonstrated history of working with people from diverse cultures, backgrounds and economic strata.
- Demonstrated commitment to social justice.
- A current driver's license and clean driving record is preferred.

Essential Knowledge, Skills, and Abilities:

- Experience in a small-to-medium arts organization including staff & systems management.
- Demonstrated national and local network of artists, arts organizations and peer/member organizations in the small-to-medium performing arts sector.
- Keen eye for design, art, and creativity
- Ability to communicate vision effectively
- Excellent time management skills
- Excellent public speaking capability and skills
- Strong strategic and analytical skills with the ability to interpret information and to implement directives
- Demonstrated experience in engaging community partners which reflect a diaspora of orientations and worldviews.
- A person accustomed to working independently while also motivating and leading a collaborative team.
- High level of attention to detail, and care.
- Ability to manage and handle normal to high levels of urgency-related stress.
- Excellent written and oral communication skills.
- Sophisticated understanding (and/or being a quick study) of stakeholder relationship management.
- Sense of humor.
- Commitment to transparency and inclusivity.

Other Skills or Qualities

The ideal candidate will want to be a part of a vital institution and possess the leadership skills to represent the institution both internally and externally; experience interacting with artistic personnel; exceptional communication, written and verbal; excellent negotiating skills; experience in developing project budgets; highly organized with time-management skills.

Benefits:

Health Insurance support package (Full time Employees) Continuing education opportunities. Paid Time Off Flexible work schedules and work location.	TICKETS Complimentary tickets to SFP productions Discounted tickets to hosted productions CLASSES Discounts to Playhouse Studio classes
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Working Conditions:

- Normal Office environment.
- Extended viewing of computer screens.
- Some evening and weekend work required.
- Some travel required.
- Extended work on your feet.
- Santa Fe Playhouse is located in historic downtown Santa Fe and is air-conditioned, in a wheelchair accessible building, and in close proximity to public transportation.

Equity and Inclusion:

SFP strives to be an anti-racist, fully accessible, multicultural theater that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to diversity, equity and inclusion.

Not sure you meet 100% of our qualifications? Research shows that men apply for jobs when they fulfill an average of 60% of the criteria, while others tend to only apply if they meet every requirement. We are less concerned with you meeting every qualification than we are with assembling a diverse pool of values-aligned candidates who share our vision and mission and are confident that with a strong base of skills and experience, the remainder of the job can be learned. If you believe that you could excel in this role, we encourage you to apply.

TO BE CONSIDERED

1. Submit a resume detailing related experience and education
2. Attached a cover letter that outlines how your related experience and/or education qualifies you for the position. You can address this letter to Colin Hovde and send to submissions@santafeplayhouse.org.
3. Applications are reviewed on a rolling basis and the position is open until filled.

Equal Opportunity Employer including disabled and veterans.

Individuals seeking employment with our organization are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, gender identity, or sexual orientation.

COVID Vaccination Policy:

For the safety of our guests and staff the Santa Fe Playhouse requires all staff to be fully vaccinated against COVID-19. Documentation of current vaccination will be required if an offer of employment is made.

Compensation Transparency:

SFP recognizes that conversations about salary can be difficult and often lack transparency. In our commitment to working with top-tier talent we strive to provide pay and benefits that meet the market standards by leveling with industry peers to determine the pay range for each position. Where a given employee falls in that range is determined by experience and skill set. Santa Fe Playhouse works to administer a compensation and benefits program in a manner that is transparent, consistent, and equitable across the company.

Disclaimer:

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All SFP employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.