

Associate Artistic Director

DEPARTMENT: Artistic

FT or PT: Full-time w/benefits

CLASSIFICATION: Salaried

FLSA STATUS: Exempt

REPORTS TO: Artistic Director

The Playhouse is a not-for-profit, professional theatre in residence situated on the magnificent campus of the University of California, San Diego. Under inspired leadership, La Jolla Playhouse has become the place to see what's next on the American theatre landscape. The Playhouse's brilliant and innovative productions of new plays and musicals, including 75+ world premieres, 44 commissions and 38 American or West Coast premieres, have merited over 300 major honors, including 35 Tony Awards for its 28 productions that have transferred to Broadway, and the Tony Award for Outstanding Regional Theatre.

STATEMENT OF JOB:

The Associate Artistic Director is a senior staff member who is responsible for producing the mainstage season and additional programming and works alongside the Artistic Director to support the theater's mission and core values.

JOB DUTIES:

- Works with the Artistic Director on strategic planning, season programming, and growth for the overall artistic health of the organization
- Line produces mainstage season including attending casting sessions, production meetings, technical rehearsals, previews, and all other production related events
- Works with Artistic Director to assemble creative teams and casting for all productions
- Attends Board meetings, Executive and Finance Committee meetings
- Works with Artistic Director, Managing Director, General Manager, Production Manager, and Director of Finance to create the annual budget
- Centralizes communications regarding season productions, new play/musical workshops, and special engagements
- Works with Production Manager to create and manage production budgets
- Acts as a liaison with UCSD to coordinate acting and directing residencies

- Nurtures and develops creative relationships with artists, companies, and audiences in San Diego
- Works with General Management on co-productions and presentations of other companies at LJP
- Cultivates and fosters new relationships with national and international companies and artists
- Works with Artistic Director, Managing Director, and Marketing Director on marketing materials and press relations
- Reads and solicits plays and musicals with Director of New Play Development for the commissioning of new work and season programming
- Additional duties as assigned by the Artistic Director

REQUIREMENTS:

- Bachelor's degree required and/or the equivalent in experience in theatre or a related field
- A minimum of two years line producing experience in a theatre company or nonprofit
- Must have knowledge of regional theater and the New York theater community

KNOWLEDGE, SKILLS AND ABILITIES:

- An ability to communicate successfully with artists, staff, board and Playhouse audiences
- Deadline-driven and able to manage and prioritize amongst multiple projects simultaneously
- Comfort interfacing with community leaders

PLUSSES INCLUDE:

- Community organizing and audience engagement experience
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint)
- Bilingual skills
- Directing skills

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In addition to the duties listed above, the Playhouse expects the following of each employee:

- Adhere to LJP policies and procedures;
- Work in a safe manner;
- Perform duties as workload necessitates;
- Maintain a positive and respectful attitude;
- Communicate regularly with supervisor about department issues;
- Demonstrate efficient time management and prioritize workload;
- Demonstrate regular and consistent attendance and punctuality;
- Meet department productivity standards;
- Participate in LJP events as needed or required;
- Complete other duties as assigned.

HOW TO APPLY:

Email your cover letter and resume to resumes@ljp.org and place Associate Artistic Director in the subject line of your email.

La Jolla Playhouse is an Equal Opportunity Employer and is committed to achieving a diverse workforce.

Compensation will be competitive and commensurate with experience. The compensation package includes excellent medical, dental, vision, life and AD&D insurance, a paid time off program and a 403(b) retirement plan.