



100 S. Juniper Street, 3<sup>rd</sup> Floor Philadelphia, Pa 19109, [Shineartsalliance.org](http://Shineartsalliance.org), 267-712-9069

**Paid Position:**

Assistant Artistic Director

**Start Date-End Date:**

**Rehearsal will begin:** October 3<sup>rd</sup>

**Strike on:** December 16<sup>h</sup>. Classes will take place on Mondays, Wednesdays and Thursdays at The KIPP West Philadelphia Preparatory Charter School. Schedule is afterschool between 1pm- 6pm. Subject to change for production.

**Hours:**

8 hours a week

**Compensation:**

\$25 an hour

**Job Description:**

The Assistant Artistic Director (AAD) works directly with the Artistic Director and other Shine Arts Alliance staff to deliver an exciting season of programming for students at the KIPP West Philadelphia Preparatory Charter School. They manage the day-to-day operations of the Artistic Department and classroom, oversee casting and scouting activities, communicates with stage-manager, tech support, set designer, costume designer and other areas. Additional opportunities are available to direct/perform/design in the season, depending on skill set. We are looking for someone who leads with authenticity and integrity, and values working collaboratively as part of a tight knit team. While the job is particularly suited for candidates with a producing or directing background, we are open to applications from across the field of theatre and can tailor the position for the right candidate. AAD teaching artists are required to aid or run classes and rehearsals, attend production meetings, give weekly student reports, and report to director.

**Artistic Administration/General Producing:**

- Participate in Season planning, including reading scripts, and generating ideas for production
- Assist AD, TD and SM with the creation of annual budget and Season calendar
- Communicate directly with cast, staff and parents
- Serve as key artistic support "in the room" for tech rehearsals and previews of main stage productions
- Oversee Understudy program, and ensure we have sufficient cover for main stage performances
- Train and manage artistic interns
- With the support of our apprentices, manage and maintain artistic digital files
- Support marketing, education, and development activities as appropriate
- Participate in short term and long-term institutional planning

**Duties will include but are not limited to:**

- Attend weekly sessions with students
- Setting up rehearsal spaces and maintaining the rehearsal environment with students
- Assisting with normal stage management duties
- Assisting with floor management during the run of the show
- Work closely with both administrative and technical departments
- Aid in Scenic, Lighting, Sound and Costume departments



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- Help maintain databases, calendars, and production records
- Manage all audition process
- Serve as point of contact for incoming artists (including directors, musical directors, choreographers etc.) communicating dates and auditions details

**Day To Day Tasks:**

- Assisting Artistic director with recruiting students, teaching and managing paperwork-prop lists, contact sheets, calendar, etc.
- Serving as a member of the run crew (If needed)
- Taking line notes, and being on book for rehearsals

**Position is Supervised By:**

Artistic Director

**Qualifications:**

- Demonstrated experience as a producer, including familiarity with budgets, calendars, and union contracts
- Familiarity with the artistic process at a theatre
- Exceptional communication skills
- An ability to work well under pressure, staying organized, motivated, and focused
- A passion for community engagement and mission driven work
- Computer proficiency, specifically in all Microsoft office applications
- Willingness to learn and work as part of a team.
- Experience working with children is not required but patience is encouraged
- Some college or +2 years experience

**To Apply:**

Please send cover letter and resume to: [connect@shineartsalliance.org](mailto:connect@shineartsalliance.org).

- Vaccination Card
- Driver's License or State I.D
- Clearances: Child Abuse, Criminal and FBI.

**Deadline:**

September 8, 2022