

Actors Theatre of Louisville
ARTISTIC COORDINATOR, PROFESSIONAL TRAINING COMPANY (PTC)
POSTED JUNE, 2017

Position: Artistic Coordinator, Professional Training Company
Reports To: Director, Professional Training Company
Department: Professional Training Company (PTC)
FLSA: Non-Exempt

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the Tony-Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for the position of Artistic Coordinator of the Professional Training Program (PTC).

Under the leadership of Artistic Director, Les Waters and Managing Director, Kevin E. Moore, Actors Theatre serves to unlock human potential, build community and enrich quality of life by engaging people in theatre that reflects the wonder and complexity of our time.

Actors Theatre presents almost 350 performances annually across three theatres and delivers a broad range of programming impacting local and national audiences with a particular focus on new play development influencing the field of American theatre. Programs include classical repertory and contemporary work through the Brown-Forman Series, holiday favorites cherished as annual traditions, the Humana Festival of New American Plays influencing the canon of American theatre, an Education program where students see and make plays, and a theatre training program for 40+, the Professional Training Company.

Actors Theatre is committed to increasing the diversity of its staff. Candidates who have experience working with a diverse range of colleagues, artists and students and who can contribute to the climate of inclusivity are encouraged to identify their experiences in these areas.

Summary of Position:

The Artistic Coordinator of the PTC will assist the Director of the Professional Training Company (PTC) in all aspects of coordinating and supervising the daily activities and long-term development for approximately 40 artistic, administrative, and production apprentices in a nine-month intensive training program.

The Essential functions include, but are not limited to, the following:

Essential Functions:

- Coordinates and supervises the day-to-day operations and activities of the program and its participants.
- Mentors and counsel members of the PTC Company both professionally and personally, to assure their well-being and development within the program.
- Produces PTC productions as assigned by the PTC Director. Assist PTC Director in the selection of material and guest artists for the Company productions as needed.
- Assists Artistic Producer with PTC Humana production and other casting and special event needs as assigned.
- Prepares and maintains work orders, budget documents, event forms, and other in-house documents.
- In collaboration with the PTC Director and Artistic Manager, maintains and balances the budget for the PTC including coordinating PTC grant payments with the Finance department.
- Assists the PTC Director and Artistic Producer in supervising the Producing and Casting Apprentice, including assisting the apprentice as necessary with relationships and communications with production departments.
- Facilitates and, depending on skill-set, teaches professional development workshops for the members of the PTC.
- Interacts with department heads and other staff to coordinate and maintain the PTC google and outlook calendar for meetings, classes, rehearsals, load-ins, and events.
- Insures completion of education plans, quarterly check-ins, and other activities required of PTC Supervisors.
- In collaboration with the Artistic Manager and Company Management, oversees the coordination of contracting and planning of travel and accommodations for all PTC guest artists (playwrights, directors, actors, teachers, agents, casting directors and other industry professionals).
- Manages initiatives designed to help Company members get the assistance they need outside of their individualized training.
- Maintains contact and regularly communicate with PTC alumni. Oversee the coordination of alumni weekends during the Humana Festival. Maintain the alumni database and website presence. Assist PTC Director in tracking and showcasing alumni successes.
- Plans and coordinates travel for the PTC recruitment tour; accompany the PTC Director on recruitment trips as needed. Actively promote and participate in the recruitment process, with specific effort at identifying the highest quality participants, fostering diversity, and furthering the national reputation of the program.

- Attends local job fairs to develop connections to universities and talent within the region.
- Additional coordinating and organizational needs as assigned.

Knowledge, Skills and Abilities:

- Exceptional organizational skills and attention to detail.
- Excellent written and oral communication skills with strong computer literacy.
- Flexibility and ability to respond to the needs of various department heads and to rapidly changing circumstances and personalities.
- An ability to work on multiple tasks in fast-paced and high-pressured situations.
- Ability to work as a team member and maintain a positive attitude in times of stress.
- Ability to unite and collaborate with staff, stakeholders, community leaders and vendors.

Minimum Qualifications:

- Associate's degree in theatre or related field. May substitute degree for comparable professional experience.
- Two (2) years professional experience as an administrative assistant or in arts management preferred.
- Work a flexible schedule, including evenings and weekends.
- Must successfully pass a background screening.
- Must be highly motivated and a self-starter.
- Passion for the development of early career professionals.
- Must have a strong commitment to equity, diversity, and inclusion.

Compensation:

Compensation will be competitive with similar positions throughout the region. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off and, a 403(b) retirement plan.

To Apply:

Applicants for this position should email Cover Letter and Resume to:

Michael Legg, Director of the Professional Training Company
mlegg@actorstheatre.org

No phone calls please.



Les Waters, Artistic Director
Kevin E. Moore, Managing Director

Actors Theatre is an equal opportunity employer. We strongly encourage candidates of any race, color, gender identity or expression, national origin, age, religion, genetic information, or sexual orientation to apply.