

Actors Theatre of Louisville

**Director, Professional Training Company (PTC)**

Posted March, 2018 **(CLOSES MAY 1, 2018)**

Position: Director, Professional Training Company (PTC)  
Reports To: Artistic Director & Associate Artistic Director  
Department: Professional Training Company  
FLSA: Exempt

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**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 Director, Professional Training Company (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 seeks to create brave space where it is safe to be who you are and diverse identities, ideas, cultures and opinions are cultivated because we believe the diversity of our community is a defining strength. We are committed to diversity in all areas of our work, including the plays we produce, casting, marketing and community engagement efforts, education programs, recruitment of staff and volunteers, and the composition of the Board of Directors. People of color and members of underrepresented communities are invited and encouraged to apply.

**Summary of Position:**

The PTC Director is a member of the Theatre's senior leadership team, reporting to the Artistic Director and Associate Artistic Director. This position organizes and oversees the daily operations, production season, and long-term development for 40+ pre-professional apprentices in a nine-month intensive training program. They directly mentor and teach 20 acting apprentices and oversee the mentorship and education plans for the production and administrative apprentices. All programming, curriculum,

and general operations must align and support Actors Theatre's mission, vision, and core values and be developed with the artistic staff.

This is not a conservatory-style program but is considered to be one of the best practical training programs in the country by offering total immersion into the world of a major American regional theatre with a unique combination of training, observation and networking.

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

**Essential Functions:**

- Oversee strategic planning and daily operations of the PTC.
- Directly supervise, mentor, and teach acting apprentices while creating curriculum and professional development opportunities.
- Supervise the PTC's Artistic Coordinator.
- Oversee the mentorship and education plans for all apprentices with assistance from the PTC's Artistic Coordinator.
- Guide and provide feedback to mentors throughout the organization.
- Develop and implement the process for recruiting, interviewing, and auditioning apprentices for the next company.
- Plan and execute extensive audition tour that visits several cities and education programs.
- Develop and produce the PTC season, including the apprentice actor showcase, in collaboration with artistic and production staff.
- Direct productions and projects as needed.
- Obtain directors and writers for PTC season and consistently seek out new collaborators.
- Maintain budget and oversee hiring of guest artists.
- Cultivate and maintain relationships with training programs, educators, theatre artists, agents, casting directors and industry professionals.
- Maintain contact and communication with PTC alumni.
- Maintain alumni database and website presence; track and report alumni successes.
- Coordinate alumni activities during the Humana Festival.

**Knowledge, Skills and Abilities:**

- Exceptional mentorship and career counseling skills to assist early career apprentices.

- Ability to work on multiple tasks, be proactive, and deal with challenging situations in fast-paced and high-pressured situations.
- Excellent strategic thinking, leadership skills.
- Flexibility to collaborate with and respond to the needs of various departments and to rapidly changing circumstances.
- Ability to form and maintain positive working relationships with colleagues and apprentices.
- Ability to be a positive role model.
- Excellent written and verbal communication skills.
- Ability to carry out Theatre business in a professional manner at all times.

**Minimum Qualifications:**

- MFA or equivalent training.
- Five (5) years of teaching, producing, and/or directing experience in a university or professional institution.
- Computer and internet literacy.
- A genuine interest in and knowledge of the Theatre with a commitment to the organization's Equity, Diversity and Inclusion work.

**Compensation:**

Salary range begins at \$50,000. 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 interested in applying for this position must email cover letter, resume, salary requirements and three (3) professional references to:

Marie Tull, Human Resources Manager  
[mtull@actorstheatre.org](mailto:mtull@actorstheatre.org)

**No phone calls please.**

*Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.*