



Casting & Literary Manager

Status: **Temporary part-time Non-Exempt**

Supervisor: **Co-Artistic/Producing Director & Managing Director**

Horizon Theatre Company, a 32-year old, mid-sized contemporary theatre committed to commissioning, development, and production of new work in Atlanta, seeks a temporary part-time Casting and Literary Manager during current employee's maternity leave (August – December 2017).

Overview of Duties: Assist Co-Artistic/Producing Director by managing Casting and Literary for 2018 season, as well as collaborate on Community Engagement initiatives for *Project Dawn*.

Desired Qualifications:

- Strong interest in or background in theatre (familiarity with the Atlanta theatre community preferred)
- BA or higher in theatre, communications, or related area
- Minimum 3 years experience in admin, communications, and/or public relations
- 1-3 years experience in directing, casting, or literary
- Excellent writing and communication skills
- Interest in creative ways to reach and develop new audiences
- Ability to thrive in a fast paced, high pressure environment

Interested candidates should send a letter, resume, 3 references, a writing sample, and salary requirement to Jobs@horizontheatre.com. No phone calls. Please put CASTING/LITERARY SEARCH in the subject line. Documents attached should be Word compatible or PDF.

Casting

- Schedule and run all auditions and casting calls for holiday shows
- Prepare EPA notices and email to Equity for early 2018 shows
- Coordinate with artistic team to schedule all audition calls and callbacks for early 2018 shows
- Pull lists for casting consideration
- Choose sides for auditions and callbacks
- Run audition calls and recruit readers from apprentice company
- Manage correspondence with all actors (invites, updates, conflict negotiations and thank-you's)
- Maintain clean and updated excel spreadsheet of all actors and hard copies of headshots/resumes
- Recommend actors to colleagues requesting casting assistance
- Manage and respond to actor submissions
- Attend other Atlanta theatre productions and new talent showcases

Literary

- Assist in season research, tracking other theatres' seasons and notable new works/playwrights
- Manage Literary Intern's schedule and workload
- Coordinate acquisition of perusal scripts
- Read and evaluate scripts to be considered for the mainstage season, solicit another reader if desired and compile response sheets for presentation to Artistic Director
- Assist in applying for rights as requested
- Manage incoming submissions and letters of inquiry

- Attend readings and workshops of new plays by writers whose development we are following

Little Five Arts Alive

- Serve as primary staff administrator for Little Five Arts Alive
- Check for artist paperwork compliance
- Prepare weekly payment details for finance department
- Assist in program evaluation
- Attend weekly program meetings and artistic steering committee meetings
- Oversee contracted producer, program artistic director, and any other support staff for the program.

Community Engagement for Project Dawn

- Pitch and build relationships with thematically appropriate groups, organizations and associations
- Collaborate to develop and execute artistic, educational, and/or networking programs that deepen the experience of the play for audiences and raise awareness of connected social issues
- Develop new and diverse audiences through a variety of grassroots and other promotional means
- Assist with other dramaturgical, public relations and marketing duties

General Administrative/Artistic Support

- Liaison between admin staff and production team in pre-production, assisting stage management with rehearsal scheduling, actor conflict calendars, and contact sheet
- Attend Horizon weekly Staff meetings and Horizon board meetings as needed
- Prospect and recruit new designers, directors, choreographers, music directors, musicians, technicians and administrators by actively observing the Atlanta theater scene
- Manage all Suzi Award needs and requests
- Assist in all areas of administration and producing, as assigned. Duties may include community engagement, marketing, development, human resources, production management, educational programming, and special events, as assigned.