



## Producing and Education Manager

Status: **Temporary Full-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 full-time Producing and Education Manager during current employee's maternity leave (August – December 2017). We are also open to splitting this into two, part time positions; one would be in Casting and Literary, the other in Education and Community Outreach.

**Overview of Duties:** Assist Co-Artistic/Producing Director by managing Casting, Literary, and Community Engagement initiatives; produce family series show, *Madeline's Christmas*, assist in management and further development of other education programming.

### 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
- Minimum 3 years experience in theatre education, preferably at various levels
- 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, CV or applicable resumes, 3 references, and salary requirement to [Jobs@horizontheatre.com](mailto:Jobs@horizontheatre.com). No phone calls. Please put CASTING/EDUCATION SEARCH in the subject line. Documents attached should be Word compatible or PDF.

### Casting

- 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
- 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

### **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

### **Education**

- Produce the annual Family Series co-production with Atlanta Children's Theatre of *Madeline's Christmas*.  
Duties include, but are not limited to:
  - CASTING: schedule, promote and run auditions and callbacks; coordinate all casting and correspondence; follow up with families to acquire all necessary paperwork for participants.
  - PRODUCTION MANAGEMENT: liaison between Spring Mason and Horizon on calendar and schedule management, arranging community engagement events, photo shoots and cast parties; send weekly production email to all families involved with relevant info and requests; coordinate with Development Director to promote family and corporate sponsorships and donations.
  - VOLUNTEER MANAGEMENT: act as the direct contact for all parents and families involved in the production; solicit hosts for cast parties; recruit, assign, and schedule all volunteers for backstage and front of house.
- Coordinate and manage all details of the **Horizon In-School Playwriting Workshops**. Includes:
  - Recruiting partnering teachers in the school and communicating with teachers to determine needs
  - Recruiting playwright teaching artists, reviewing curriculum, ongoing liaison with the teachers at each site.
  - Preparing and maintaining assessment data
  - Preparing program grant materials and reports

### **Apprentice Company**

Assist Marguerite Hannah, Director of Horizon's Apprentice Company, with overall management of the company, including, but not limited to:

- Promoting the program and recruiting qualified applicants
- Maintaining the Apprentice Company page on Horizon's website, including gathering new ensemble's headshots and bios, updating and posting application details, updating images as available
- Attending auditions and interviews for new candidates each spring
- Teaching classes and directing the apprentice company as needed
- Assisting in recruiting and scheduling outside teaching artists to work with apprentices
- Assisting with overall schedule coordination of apprentices (show crew assignments backstage and front-of-house, opening nights, Holiday party, organizing apprentices to participate in community engagement events)
- Soliciting and reserving complimentary and/or industry rate tickets for apprentices to attend other Atlanta theaters' productions.

### **Little Five Arts Alive**

- Serve as primary staff administrator for Little Five Arts Alive
- Check for artist paperwork compliance and 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.

### **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.