

Artistic Assistant

Arden Theatre Company, Philadelphia, PA | www.ardentheatre.org

Position Title: Artistic Assistant
Department: Artistic Department
Classification: Full-time Exempt / 40 hour week
Reports to: Associate Artistic Director
Location: On-Site

About the Arden

Founded in 1988, Arden Theatre Company is a professional regional theatre offering the highest quality theatrical productions and educational programs to the artists, audiences, and students of Greater Philadelphia. Each year, we produce the Mainstage season and Arden Children's Theatre, the city's first resident children's theatre. From our productions that reach over 100,000 audience members each year to our educational outreach programs that inspire and empower 6,000 students in schools across our region, the Arden stands out as a haven for shared stories and a vital incubator to create new work.

The Arden has been an important force behind the vitality of the Old City neighborhood and in the Philadelphia cultural landscape. In our last complete season, 2018 / 2019, the Arden produced seven Mainstage and two Arden Children's Theatre productions, resulting in 503 performances seen by more than 107,000 people.

Mission

Arden Theatre Company is dedicated to bringing to life great stories by great storytellers on the stage, in the classroom, and in the community.

Great stories on the stage: We produce a wide range of stories in a variety of styles: classic and contemporary, intimate and epic, fiction and nonfiction, musical and dramatic. Producing the great playwrights allows us to measure ourselves against the masters of our craft while sharing the voices of new writers gives us the opportunity to shape the future of American theatre. We embrace stories for audiences of all ages and bring the same artistic quality to all our work.

Great stories in the classroom: Kids are celebrated at the Arden. We nurture curiosity, creativity, and confidence through our educational programming. We foster connections between theatre and reading and promote literacy for our young audiences. We reach thousands of students each year, introducing many of our region's kids to theatre for the first time.

Great stories in the community: We believe in the power of stories to bring people together. We work to build a vital community of artists who excel creatively through shared experiences and with whom our audiences identify. The Arden strives to be Philadelphia's hometown theatre; we seek community partnerships and collaborations, make our work affordable and accessible, and train the next generation of theatre leaders, contributing to the region's cultural landscape.

Position Summary

The Artistic Assistant reports to the Associate Artistic Director and is accountable for assisting the members of the Artistic Department in all administrative duties, managing understudies, providing vital communication while assisting the artistic department, and coordinating the casting process for all productions while also managing understudies. In addition, the Artistic Assistant works alongside the General Management department with company management responsibilities. They regularly engage with audiences by leading post-show discussions. The position requires evening and weekend hours.

Essential Duties and Responsibilities

- Coordinate all Mainstage and children's theatre casting processes by working with the Associate Artistic Director, Producing Artistic Director, and each show's Production Director. Duties include scheduling, coordinating, and running all auditions as well as managing the casting files.
- Manage each production's understudy cast in collaboration with the Associate Artistic Director and each show's Production Assistant Director.
- Work with the General Management department on company management responsibilities, including maintaining all offer forms and contact information, coordinating travel for out-of-town actors and production artistic staff, and providing information on Arden's COVID-19 safety practices.
- Oversee the Artistic Department's administrative duties to include payroll management for each production's artistic staff, tracking financial expenditures, organizing and submitting weekly Arden Professional Apprentice (APA) requests, and maintaining the departmental calendar.
- Work alongside the Associate Artistic Director to manage Arden Professional Apprentices (APA) in artistic activities.
- Work with the Education department on audience engagement programming such as post-show discussions, moderated Audience Conversations, and pre- and post-show student engagement initiatives to advance Arden's commitment to fostering learning and connection for audiences of all ages.
- Participate and lead special projects as assigned by the Producing Artistic Director and Associate Artistic Director.

Competencies and Experience

Successful candidates will:

- Have a broad-based knowledge of professional theatre producing practices. Both formal, informal, and cross-disciplinary experiences will be considered.
- Ability to initiate, build trust and maintain positive relationships, internally and externally
- Possess strong communication and organizational skills with the ability to manage shifting priorities.
- Be someone with initiative, creativity, and a collaborative spirit. Must have the ability to work within a fast-paced, dedicated team—rolling up your sleeves must be a favored tactic.
- Be willing and able to work flexible hours/days reflective of the dynamic schedule of a theatre, which includes a variety of hours, including evenings and weekends.
- Express a passion for theatre in the Philadelphia cultural community with a genuine interest in becoming a driver of Arden's mission and vision.

Other Duties

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Compensation

Compensation for this position is \$28,000 - \$33,000 year

Arden Theatre Company provides Medical and Disability Insurance, Flexible Savings Plan, 403(b) Defined Contribution Plan, and paid vacation, personal, and holiday leave.

The position is full-time/exempt.

Anticipated start date: December 2021

Application Process

Applicants should submit a cover letter, resume, and three professional references to humanresources@ardentheatre.org

Application Closing Date: October 29, 2021

Arden Theatre Company has instituted a mandatory COVID-19 vaccination policy for all employees; the successful candidate must provide proof of vaccination prior to beginning work and must agree to adhere to all Arden Theatre Company's safety protocols.

Arden Theatre Company is an Equal Opportunity Employer committed to providing an environment of mutual respect. Equal employment opportunities are available to all applicants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, and any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the theatre industry are strongly encouraged to apply.